MARYLAND JUDICIARY

GEARS

General Enterprise And Resource Support

AP250-WFE Managing Working Fund and Escrow Payments

June 12, 2013

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AP250-WFE Managing Working Fund and Escrow Payments

Course Overview

In GEARS, payment is the process by which the Judiciary schedules the disbursement of monies to vendors and employee. In Payables, processing payments is handled using the **Pay Cycle Manager**. The Pay Cycle Manager processes are run manually to select vouchers for payment and create payments for the associated voucher(s). Vouchers selected for payment are reviewed and approved prior to payment creation. After running Pay Cycle, the **Payment Post** process is run manually to create and post accounting entries. The Journal Generator process creates corresponding General Ledger journal entries.

Pay Cycle is not used to fulfill internal Judiciary check requests and advances related to the Working Fund. Manual payments are recorded using a voucher.

The *AP250-WFE Managing Working Fund and Escrow Payments* course discusses the process used to manage payment for both Working Fund check requests and advances as well as Return of Escrow payments.

Course Outline

The following sections and lessons provide information and procedures on managing Working Fund and Escrow Payments in GEARS:

- Course Audiences and Prerequisites
- Lesson 1: Understanding Payment Processing
- Lesson 2: Reviewing Vendor Information
- Lesson 3: Entering Vouchers
- Lesson 4: Using the Pay Cycle Manager
- Lesson 5: Using Payables Reports and Inquiries
- Course Summary

Course Audience and Prerequisites

Audience(s)
The Judiciary audiences for this course are:

- Circuit Court
- District Court - Courts
- AOC DBF - Financial Services Unit

GEARS Role(s)
This course is intended for Judiciary employees with the following GEARS role(s):

- AP Supervisor
- AP Manager

Prerequisites
The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- AP100 Understanding GEARS Payables
- AP240 Managing Vouchers

Understanding Procure to Pay

<u>What is Procure to Pay</u>?

Procure to pay is the transactional relationship cycle between Procurement (PO) and Payables (AP). It provides control and visibility over the entire life-cycle of a transaction from the way an item is ordered to the way that final invoice is processed - providing full insight into cash-flow and financial commitments.

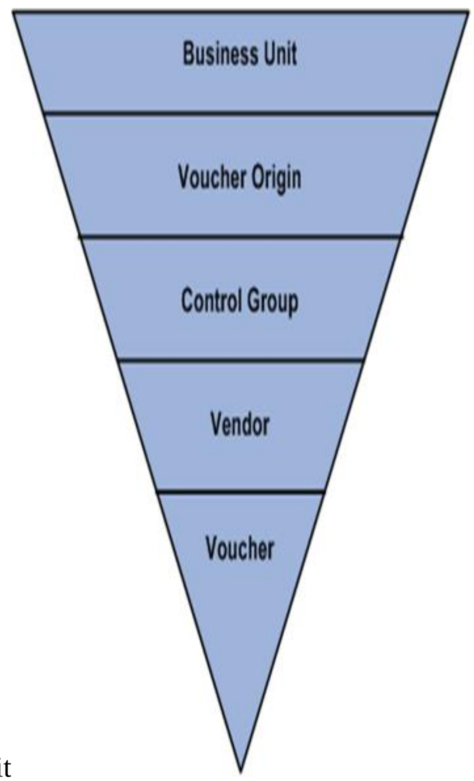
<u>How Does Accounts Payable Work Together with Purchasing</u>?

Accounts Payable and Purchasing work together seamlessly in various ways. They:

- generate vouchers for received goods and services
- perform 2-way or 3-way matching validation among receipts, purchase orders, and invoices
- and allow the user to view related documents and transactions across the entire procure-to-pay process chain

<u>How Does GEARS Manage All of the Data for these Transactions</u>?

As the two modules work together, you may wonder how the data is managed. GEARS utilizes Informational Hierarchies. The Informational Hierarchy consists of the following:



- Business Unit
- Voucher Origin
- Control Group
- Vendor
- Voucher

Each **Business Unit** acts as a separate area of control, representing an independent processing entity. For all Judiciary wide transactions, your business unit is **MDJUD**. The **Voucher Origin** is a designation to identify where the voucher data originated. The most commonly used origin is Online which is noted as **ONL**. This identifies that the vouchers was entered online and directly within the Accounts Payable module. The **Control Group** acts just as its name states. It allows control and management over an entire group rather than individual parts that make up the group. The **Vendor** is a company or it could be an individual, which supplies goods or services to another company (in this case the Judiciary). Finally, the **Voucher** is an electronic accounting document produced after receiving a vendor invoice. It represents an internal intent to make a payment to the vendor for goods and/or services for the amount due as noted on the invoice.

With respect to the vendor, all are contained within a centralized location called the **Vendor Master File**. It is a central, comprehensive data base file maintained by the Department of Systems and Fiscal Compliance (DBF) that contains information about vendors used to facilitate financial transactions between companies. The information includes Tax ID, payment terms, address, contacts, and payment or purchase transaction history.

There are several different voucher types that you may need to be able to recognize. They are:

- **Direct Voucher:** These are vouchers that require no source document.
- **Standard Receipt Voucher:** These are vouchers that require a match to an existing receipt.
- **Purchase Order (Express PO) Voucher:** These are vouchers that require a match to a local on-site procurement or corporate level purchase order.

There are steps to voucher processing worth noting. It assists with voucher dependencies and balancing functionality. The steps are to:

- Access the Voucher component.
- Search / Select an approved Vendor.
- Create vouchers online.
- View purchase order and receiver references. Be sure to associate receiver lines with voucher lines for matching.

Matching

With Accounts Payable and Purchasing working together it allows for 2-way and 3-way matching. This is important because it is an internal control within GEARS, and it ensures that you pay for only the goods and services that you order and receive. The following is a quick look at 3-way vs. 2-way matching.

Quick Reference	3-Way Matching vs. 2-Way Matching
3-Way Matching	**2-Way Matching**
Matches: • Purchase Order • Receipt (Receiving Report) • Vendor's / Supplier Invoice	Matches: • Purchase Order • Vendor's / Supplier Invoice
Commonly used for any goods or services that have been delivered or rendered and a receipt has been processed within the system.	Commonly used for non-item purchases for which there are no receipts that can be processed within the system.
• Office Supplies • Furniture • Computers	• Repair Services • Rent / Lease Agreements • Maintenance Contracts

What Happens to My Voucher?

Here is the basic flow of vouchers in PeopleSoft Purchasing:

Create the voucher.

- *Use the online voucher pages.*

↓

Run the **Budget Checking** Process.

- *This process determines whether funds exist to cover the cost of the invoice.*

↓

Run the **Matching** Process.

- *This process determines whether the appropriate source documents and unit price match the details of the invoice.*
- *Matching and Budget checking is required prior to approval.*

↓

Approve the voucher.

- *The voucher can require approval by your internal supervisor.*

↓

DBF the **Reviews and Validates** the voucher.

↓

The voucher information and corresponding documentation are sent to **GAD** for final processing by the State of Maryland.

↓

GAD sends back the **Warrant/Payment** information within 5-30 days.

The Structure of a Voucher

A voucher consists of (3) basic elements:

- **Header:** The Header contains high-level information about the transaction.
- **Line:** Line level information details the goods or services being purchased.
- **Distribution:** Distribution level information includes the budget and accounting details for the purchase.

Budget Checking

You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers and voucher accounting lines in batch mode. The online version and the batch version of the Budget Processor process perform exactly the same tasks. Batch mode is recommended for efficiency, and it is required if you budget-check voucher accounting lines.

Lesson 1: Understanding Payment Processing

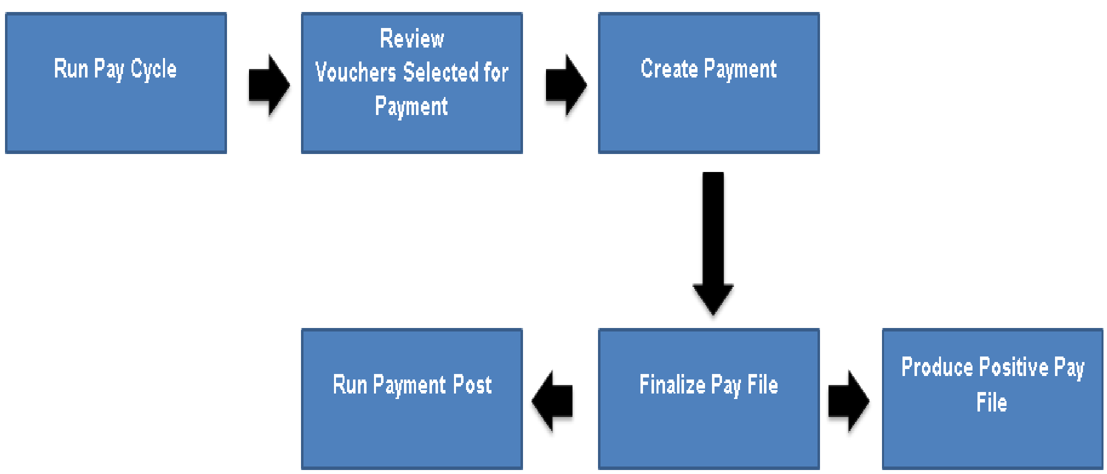
Working Fund Check Requests and Advances

Check requests and advances for petty cash related to the Working Fund are issued through manual checks. This payment process does not use the Pay Cycle. However, the payments are still recorded in GEARS using a voucher. Vendors must be set up for the recipients of the checks / advances in order to enter information in the Payables.

Return of Escrow Payments

Payments related to Return of Escrow are issued by the District Court local court locations. Designated District Court accounting personnel run the Pay Cycle processes to produce a positive pay file. The positive pay file confirms that payments were created in GEARS are ready for disbursement. Vendors must be set up for the recipients of the Return of Escrow payment in order to enter information in the Payables.

The process flow below illustrates the GEARS payment process used for Escrow related payments.



Lesson 2: Reviewing Vendor Information

Lesson Overview

Though the Systems and Fiscal Compliance unit manages vendor information, Local court and Judiciary department locations have inquiry access to vendor records including the ability to search and retrieve vendor information to manage their respective Procure-to- Pay transactions. Vendor Inquiry is done through the **Review Vendor** component.

In GEARS, vendor information includes the following:

- Vendor name(s)
- Social Security Number (SSN)/Tax identification Number (TIN)
- Status, vendor class, and other basic business information that tells you what kind of vendor you are entering
- 1099 status (whether a vendor is a 1099 vendor or not)
- Physical addresses for the vendor
- A vendor's mail code (remit-to address code)

NOTES:

- When a new vendor is created and saved, the system generates a 10-digit vendor ID. The vendor's SSN or TIN is also entered as a vendor identifier in the system.
- When searching for a vendor in the system, you can use any of the data elements entered on the vendor record including the vendor ID or the vendor's SSN or TIN.
- The vendor's SSN/TIN and mail code combination is stored in the **Short Vendor Name** field in the following format: 000000000-000. For example, the **Short Vendor Name** field may display 123456789-000

Lesson Objectives

After completing this lesson, you should be able to:

- Search for vendor and review the vendor's information

2.1 Searching for Vendors

Once vendors have been established and saved, you can search for the vendor record using the **Review Vendors** search page. Use the **Review Vendors** page to search by name, short vendor name (social security number/tax identification number), vendor status, and physical location (address, city, state, zip code), among other criteria.

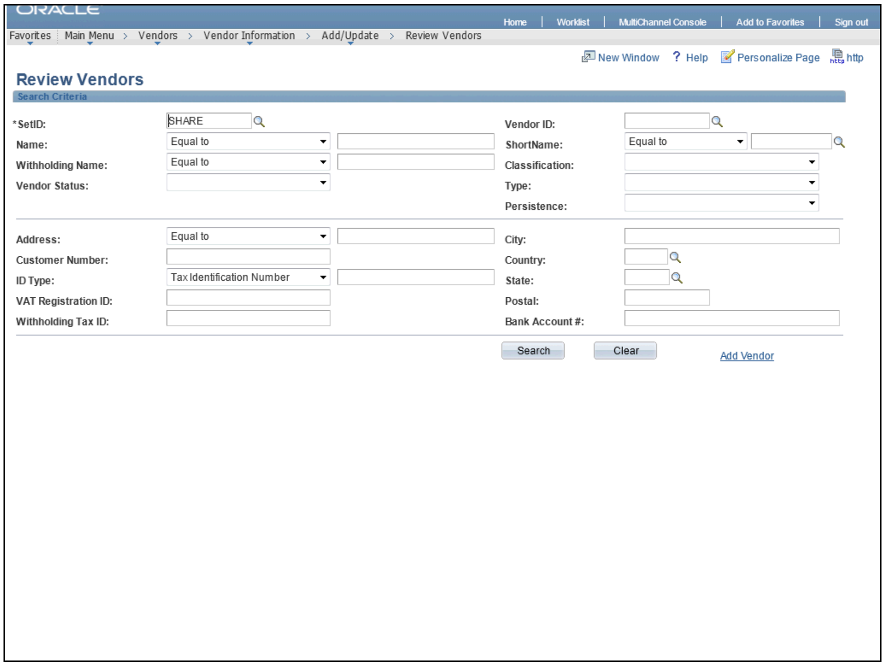
After completing this topic, you will be able to:

- Use the **Review Vendors** page to search for and review summary vendor information

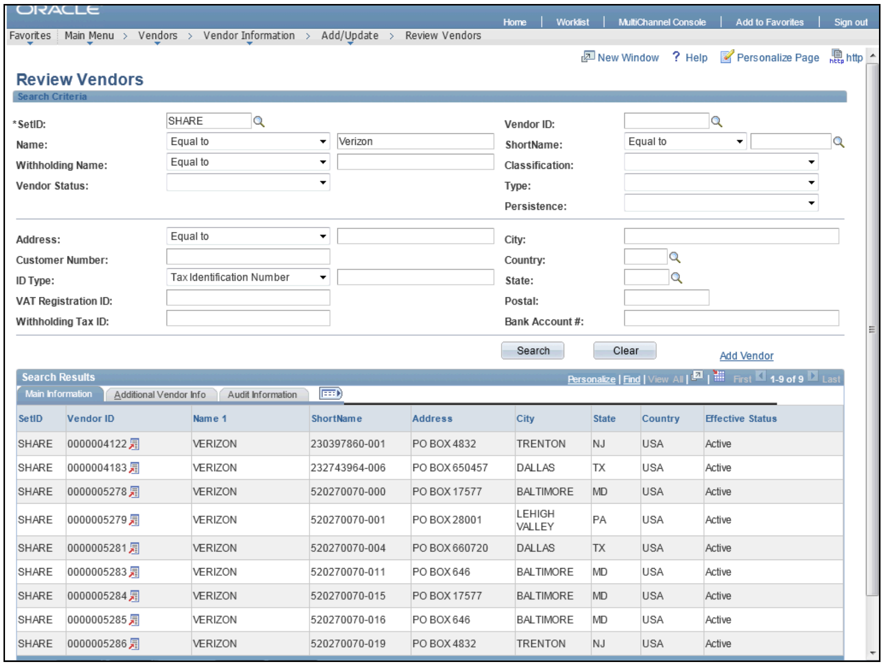
Procedure

In this topic, you will search for a vendor using the **Vendor Information - Review Vendors** page.

Step	Action
1.	Navigate to the **Review Vendors** search page. Click the **Vendors** link. ▷ Vendors
2.	Click the **Vendor Information** link. Vendor Information
3.	Click the **Add/Update** link. Add/Update
4.	Click the **Review Vendors** link. Review Vendors

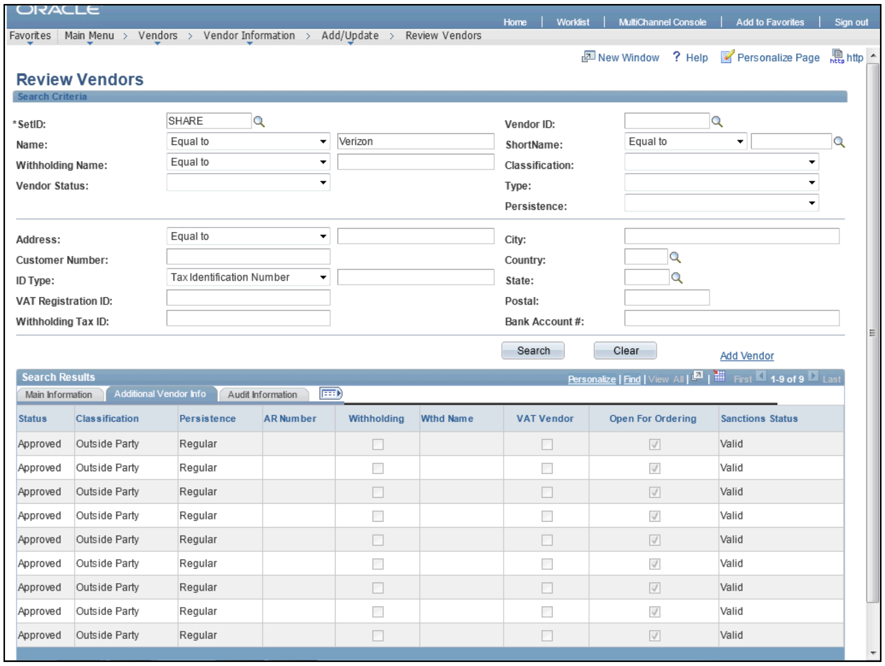


Step	Action
5.	The **Review Vendors** page displays. The **Review Vendors** page is used to find and view summary vendor information and to access a vendor record to review and update, when needed.
6.	To begin a search, use one or more of several search options to narrow your search. When you enter less criteria the system retrieves more vendor records. In the top section, you may search by the following fields: - Name - Short (Vendor) Name (Social Security Number / Tax Identification Number and Mail Code Combination) - Vendor ID - Vendor Status - Vendor Type
7.	Use other search options including vendor address components such as street Address, City, State, and Zip Code.
8.	Click the **Search** button. 

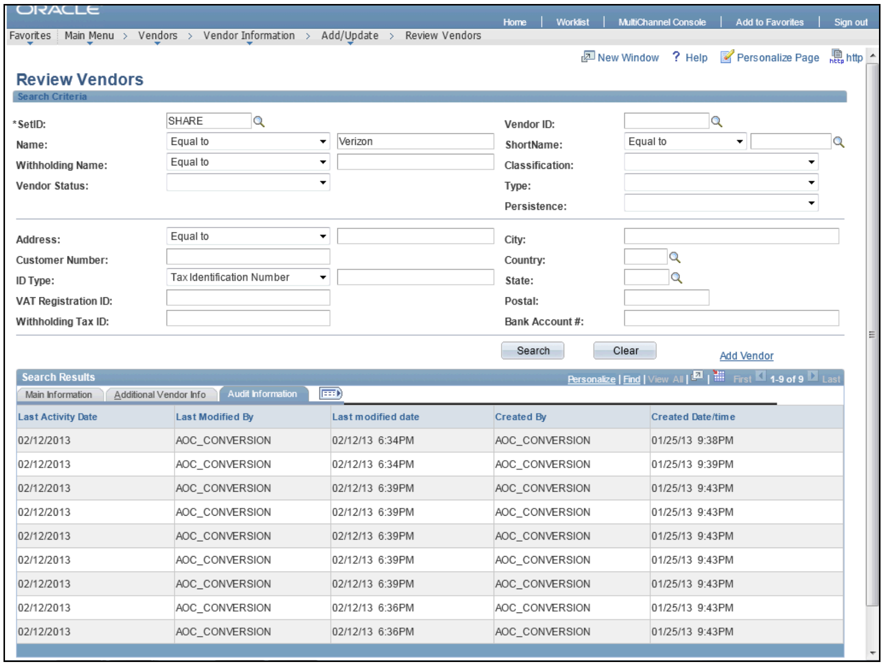


SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000004122	VERIZON	230397860-001	PO BOX 4832	TRENTON	NJ	USA	Active
SHARE	0000004183	VERIZON	232743964-006	PO BOX 650457	DALLAS	TX	USA	Active
SHARE	0000005278	VERIZON	520270070-000	PO BOX 17577	BALTIMORE	MD	USA	Active
SHARE	0000005279	VERIZON	520270070-001	PO BOX 28001	LEHIGH VALLEY	PA	USA	Active
SHARE	0000005281	VERIZON	520270070-004	PO BOX 660720	DALLAS	TX	USA	Active
SHARE	0000005283	VERIZON	520270070-011	PO BOX 646	BALTIMORE	MD	USA	Active
SHARE	0000005284	VERIZON	520270070-015	PO BOX 17577	BALTIMORE	MD	USA	Active
SHARE	0000005285	VERIZON	520270070-016	PO BOX 646	BALTIMORE	MD	USA	Active
SHARE	0000005286	VERIZON	520270070-019	PO BOX 4832	TRENTON	NJ	USA	Active

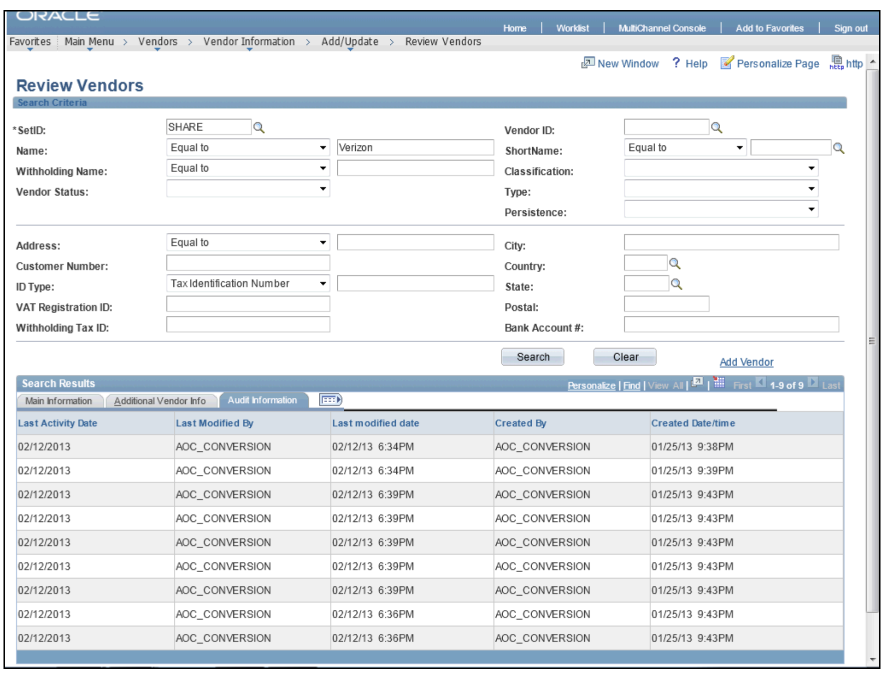
Step	Action
9.	The **Search Results** grid displays a list of vendors matching your search criteria. The **Main Information** tab for the vendor(s) listed is also displayed. This tab provides basic vendor identifying information, including: - Vendor ID - Name 1 (legal name) - Short (Vendor) Name (Vendor SSN/TIN and Mail Code combination) - Address Information - Effective Status (of the Address - Active or Inactive)
10.	Click the **Additional Vendor Info** tab. 



Step	Action
11.	The **Additional Vendor Info** tab displays. On the **Additional Vendor Info** tab vie the following information: - Vendor's status (e.g., Approved, Denied, Unapproved (pending approval)) - Classification (type of vendor) - Persistence (frequency of use, e.g., "Regular"), - Open for Ordering status (when a vendor is approved and this flag is selected, a vendor can be used of transactions)
12.	Click the **Audit Information** tab. Audit Information



Step	Action
13.	The **Audit Information** tab displays vendor record activity, including the user ID of who created and last modified the record and when.



Step	Action
14.	To start a new search, use the **Clear** button to erase your current search criteria. Then enter new search criteria, as desired.
15.	You have successfully completed the *Searching for Vendors* topic. You have learned how to: - Search for a vendor using the **Review Vendor** page - Review vendor information **End of Procedure.**

Lesson 3: Entering Vouchers

Lesson Overview
Working Fund check requests / advances and Return of Escrow payments are created without referencing a source documents (i.e., a purchase order or purchase order receipt). This type of voucher is called a non-PO voucher. When you create a non-PO voucher, all voucher header, line, and distribution (Chartfield) information has to be entered in the respective sections of the voucher.

Lesson Objectives
After completing this topic, you will be able to:

- Create a non-PO voucher for a Working Fund check request or advance
- Create a non-PO voucher for a Return of Escrow Enter header, line and distribution details for a voucher
- Budget check a voucher
- Verify the budget status for a voucher

3.1 Reviewing a Voucher

A voucher contains several tabs / pages which provide summary and details, including:

- **Summary tab**
- **Related Documents**
- **Invoice Information**
- **Payment**
- **Errors**

In this topic you will review the pages within the voucher component.

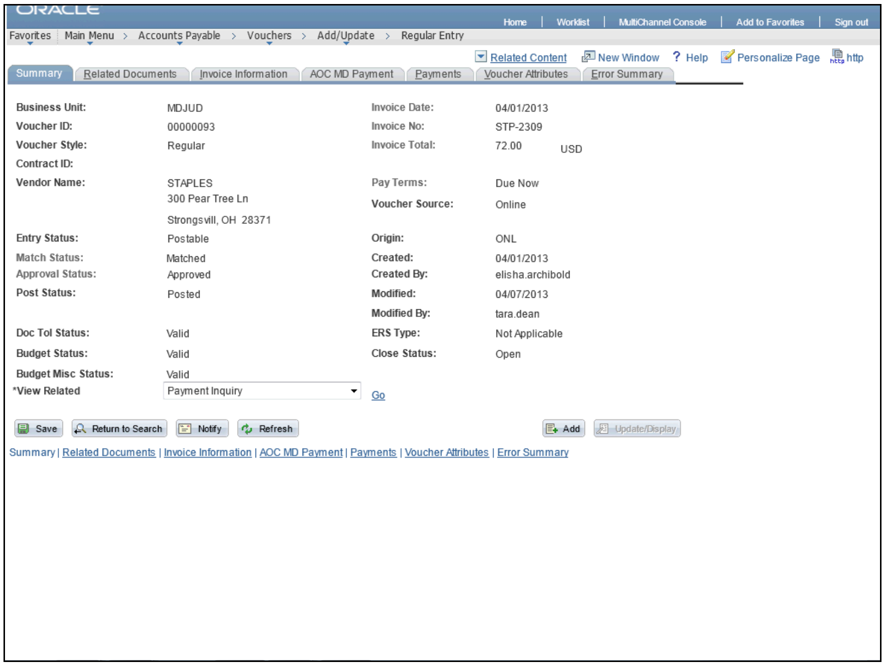
After completing this topic, you will have reviewed the following information within the voucher component:

- Voucher statuses
- Voucher summary information
- Voucher related transaction information
- Invoice information
- Payment options (e.g., payment method, hold options, payment messages)
- Payment schedule options (e.g., scheduling payments vs recording manual payments)

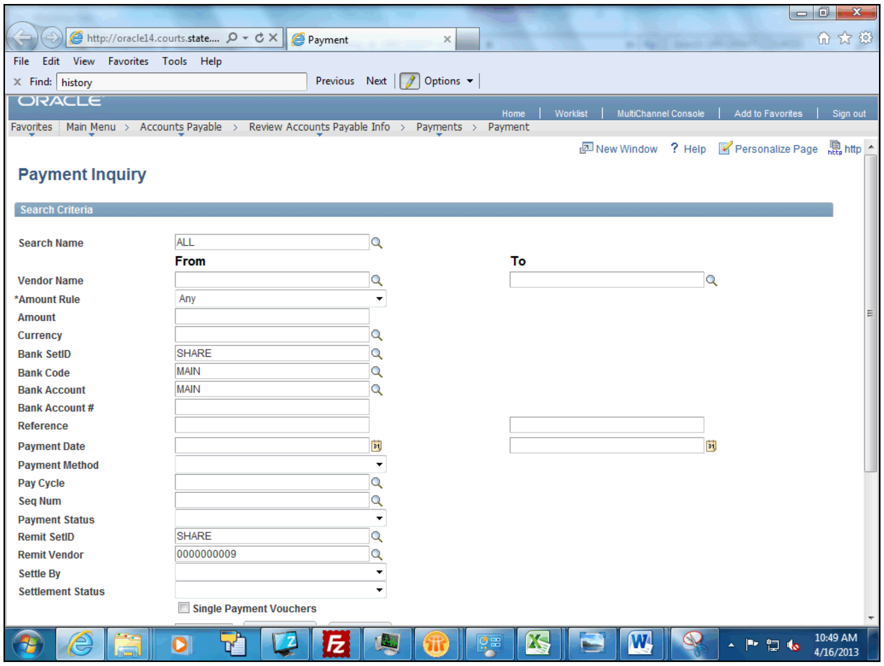
- View voucher errors that may occur during the **Voucher Build** process (related to Return of Escrow vouchers)

Procedure

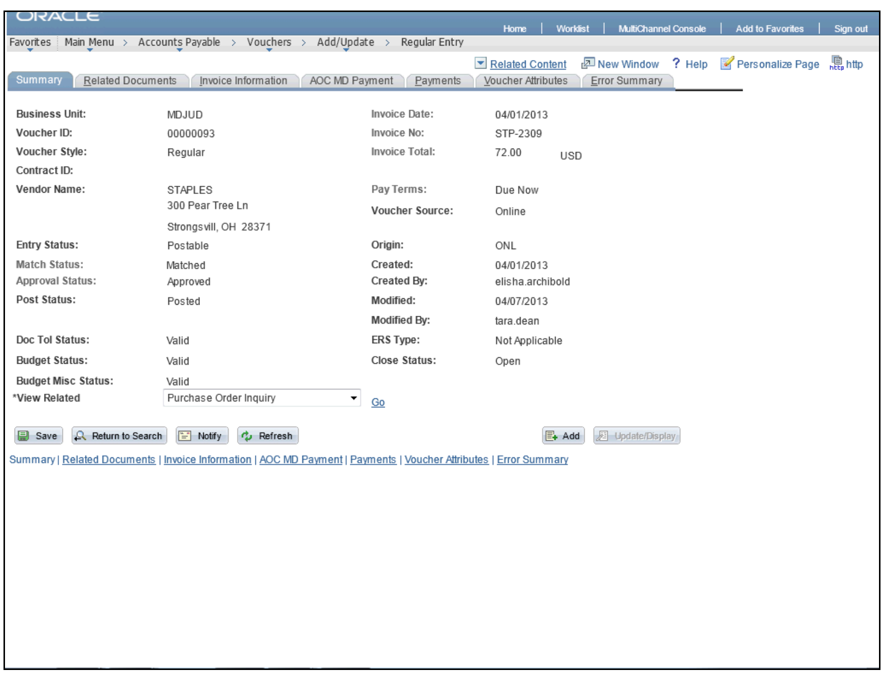
In this topic, you will review the pages within the voucher entry component.



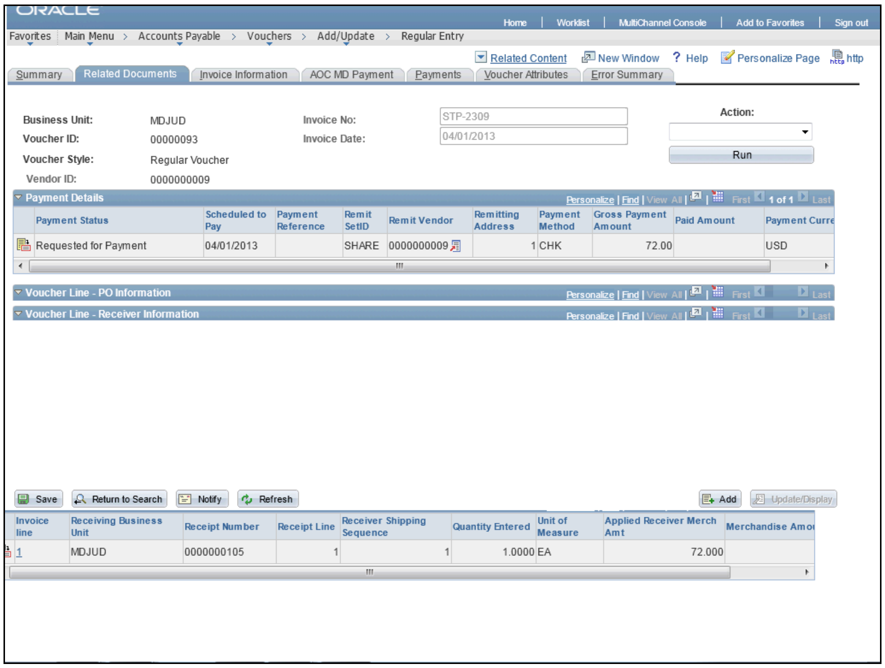
Step	Action
1.	The **Summary** page of the voucher lists a summary of the voucher gross amount, payment terms, source, status, information about the user that last modified the voucher and when, and links to related information. The **Summary** page only displays after a voucher is saved.
2.	The voucher statuses display in the bottom left corner of the page including: **- Entry Status** **- Approval Status** **- Budget Status** **- Post Status**
3.	The **Voucher Source** field indicates the voucher's source. For Return of Escrow and Working Fund petty cash or advances vouchers the voucher source is "Online".
4.	You can review when the voucher was created, by whom, and when it was last modified.
5.	When applicable, you can access the inquiry pages of related transactions using the **View Related** drop-down list.
6.	Click the **View Related** list. Payment Inquiry
7.	In this example, click the **Payment Inquiry** list item. Payment Inquiry
8.	Click the **Go** link to open the inquiry page. Go



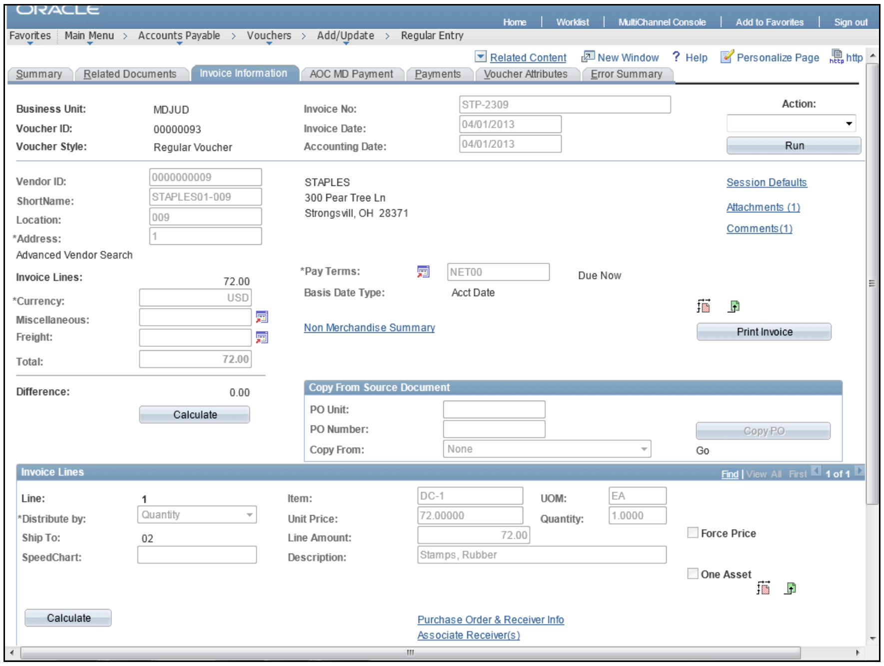
Step	Action
9.	The inquiry page opens in a new window. After reviewing the inquiry page, click the **Close** button to return to the voucher. 



Step	Action
10.	The **Summary** page for the voucher displays. Click the **Related Documents** tab. Related Documents

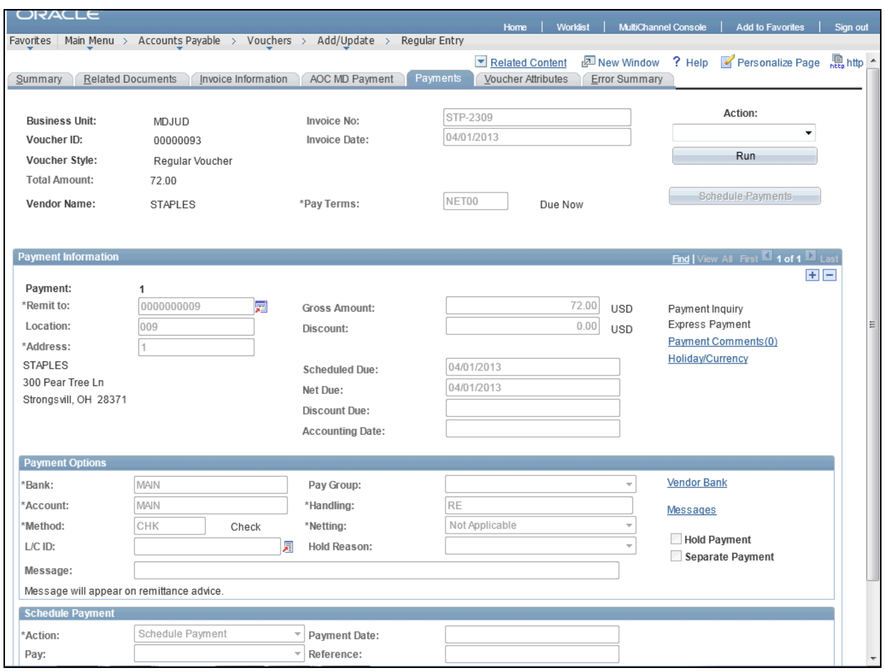


Step	Action
11.	The **Related Documents** page displays. This page displays documents that have been associated with the voucher, including payments, purchase orders, and receipts (if applicable).
12.	The **Payment Details** section displays actual payment information for payments disbursed by the Judiciary (e.g., Return of Escrow payments). This information includes the status, scheduled pay date, payment method, and paid amount. **NOTE:** Payment information for State issued warrants is displayed on the **AOC MD Payment** page.
13.	Click the **Invoice Information** tab. Invoice Information

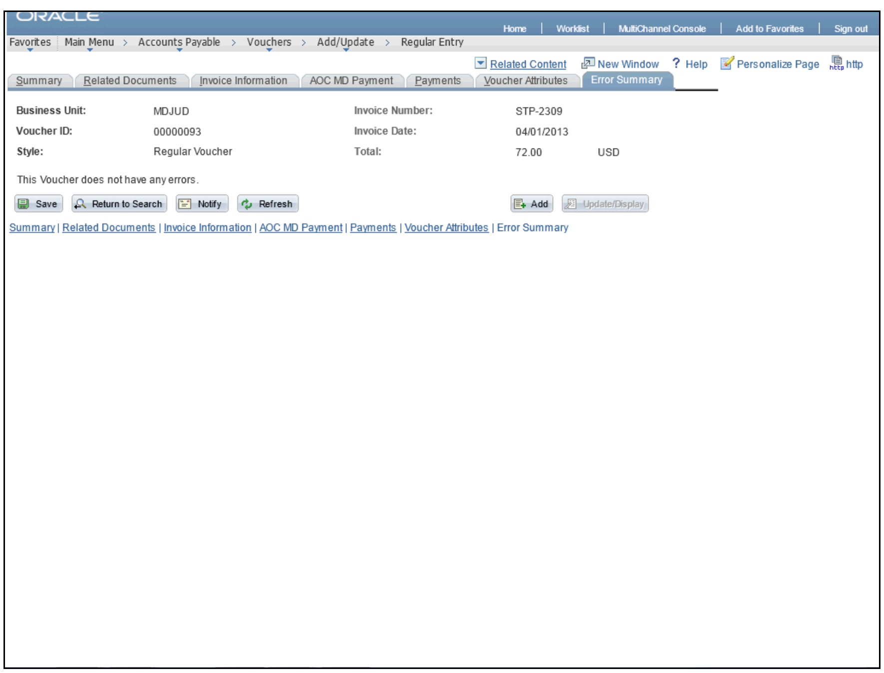


Step	Action
14.	The **Invoice Information** page displays. Use the **Invoice Information** page to enter/update voucher header, line, and distribution (accounting) information.
15.	The **voucher header** contains high-level information about the voucher including, the voucher ID, invoice number and date, accounting date, vendor information, and the total amount of the voucher.
16.	Voucher attachments and comments are added in the voucher header. Add attachments or comments using the corresponding links in the header. The number of attachments or comments added is indicated next to the hyperlink. In this example, one attachment and one comment has been added.
17.	The **Accounting Date** field for the voucher displays beneath the Invoice Date field at the top on the page. The **Accounting Date** is used to determine the date the transaction will be posted to the General Ledger. This date defaults to the current date.
18.	The payment terms default in the **Pay Terms** field. Use the **Look up** button to identify different payment terms, if applicable.
19.	Every voucher must contain at least one invoice line to be saved. Line information is entered or copied to into the **Invoice Lines** section of the voucher.

Step	Action
20.	In the **Invoice Lines** section, the **Distribute By** field is required and defaults as "Amount." This indicates that you will distribute the cost of the line item by amount rather than quantity. If applicable, you can select "Quantity" to distribute the cost of the line item by quantity. This is applicable on to non-PO vouchers.
21.	Each invoice line must have at least one distribution line (funding source).
22.	In the **Distribution Lines** section, the following Chartfield information displays on the **GL Chart** tab: - Account - Batch Agency - Fund - Program - Appropriation Number - Appropriation Year - Program Cost Account (PCA) - Project Business Unit (Grants and Capital Projects) - Project ID (Grants and Capital Projects) - Activity (Grants and Capital Projects)
23.	Click the **Payment** link at the bottom of the page. **NOTE**: You can also access payment information by clicking the **Payments** tab at the top of the page. Payments



Step	Action
24.	The **Payments** page displays. This page is used to update payment information including the payment options and payment schedule information. This page is updated by authorized users only.
25.	In the **Payment Options** section, payment methods can be selected in the **Method** field. Payment methods include: - System Check (Default) - Manual Check (Working Fund advances and check requests) Payor bank information defaults in the **Bank** and **Account** fields.
26.	Payment messages for Return of Escrow payments can be added using the **Messages** link.
27.	At the bottom of the page, in the **Schedule Payment** section, the field is used to specify the payment action for the voucher.
28.	Click the **Error Summary** tab. 



Step	Action
29.	The **Error Summary** page displays. The **Error Summary** page typically shows voucher errors that may occur during Voucher Build. View any voucher header, line, and distribution line errors that have prevented the voucher from being processed.
30.	You have successfully completed the *Reviewing a Voucher* topic. You have reviewed with the following topics and concepts: - Viewing voucher summary information - Viewing voucher related transaction information - Viewing invoice information - Viewing payment options (e.g., payment method, hold options, payment messages) - Viewing payment schedule options (e.g., scheduling payments vs recording manual payments) - Viewing voucher errors **End of Procedure.**

3.2 Understanding Voucher Entry

Generally, voucher entry and processing includes the following steps:

1. Create and save the voucher
2. Process the voucher
3. Approve the voucher within court or department
4. Create and process voucher control groups (DBF Only)
5. Post vouchers (DBF Only)
6. Generate General Ledger journals (DBF Only)

The table below describes each step in the voucher entry process.

Voucher Step	Description
1. Create and save voucher	A voucher is created either through online entry.
2. Process voucher	Local court and Judiciary departments run on-demand (immediate) processes to prepare the voucher for approval and posting. These processes include: • **Matching:** compares voucher lines with referenced purchase order and receipt lines to verify that what was ordered is being paid. This process is also referred to as **three-way matching**. • **Budget Checking:** validates accounting information • **Document Tolerance:** verifies that the amount of the voucher lines copied from a purchase order line does not exceed the defined tolerance percentage/amount **NOTE:** Non-purchase order vouchers only require Budget Checking.
3. Approve voucher	Vouchers are approved within the court or department that the voucher was originated. Voucher approval routings vary for the following voucher types: • Employee Re-imbursements • Local Courts • Judicial Information Systems (JIS)
4. Create and review voucher control groups (DBF)	Once voucher have been processed, the DBF **Accounts Payable Supervisor** creates voucher control groups and submits them for review by the designated DBF personnel. Voucher accounting lines and attached documentation are verified in the control group. Corrections are made, if needed. The control group can also be deleted, if applicable.
5. Post vouchers (DBF)	After the voucher control group has been verified, vouchers are then posted using the **Voucher Post** process. This process creates accounting entries and posts them to the Payables module.
6. Generate General Ledger journals (DBF)	Once voucher accounting entries are created and posted in Payables, the **Journal Generator** process is run by DBF to create corresponding General Ledger Journal entries.

3.3 Entering Vouchers for Working Fund Petty Cash and Advances

3.3.1 Recording Manual Payments

Check requests and advances for petty cash related to the Working Fund are issued through manual checks. This payment process does not use the Pay Cycle. However, the payments are recorded in GEARS using a voucher for accounting.

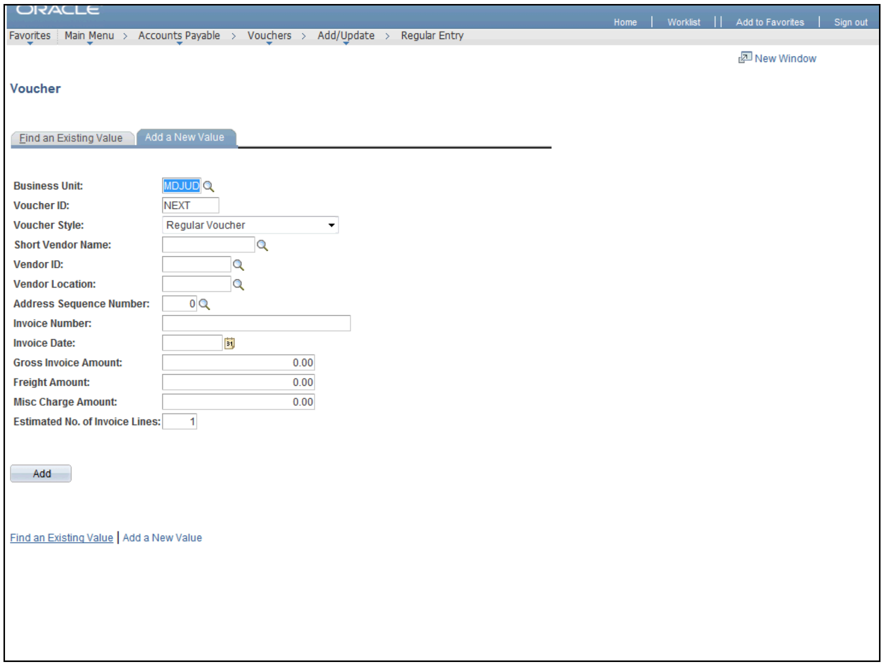
After the completion of this topic, you will be able to:

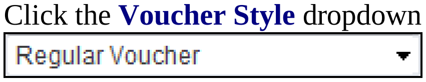
- Enter a voucher to record a manual payment
- Process the voucher

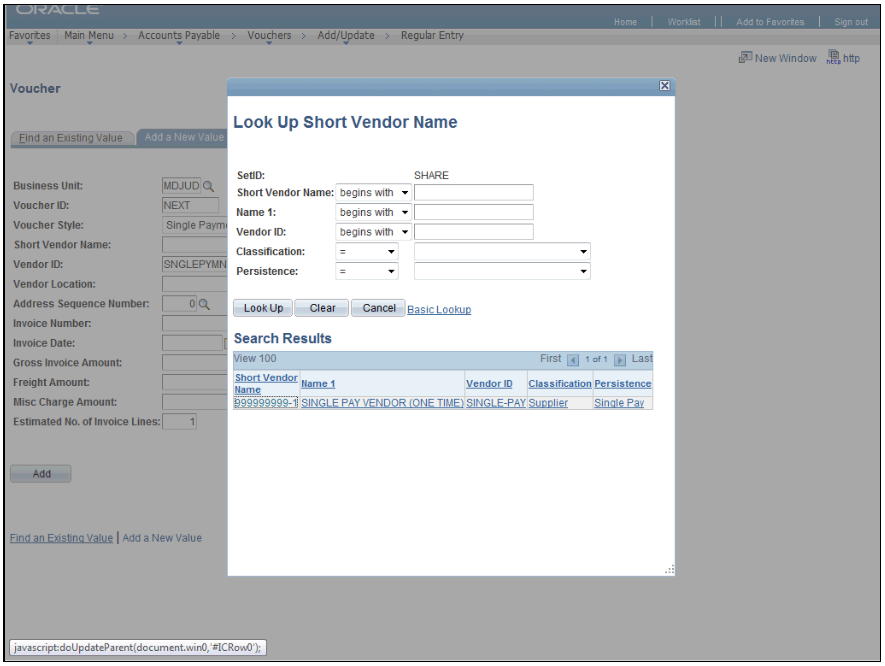
Procedure

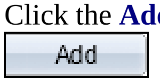
In this topic, you learn how to create a payment manually.

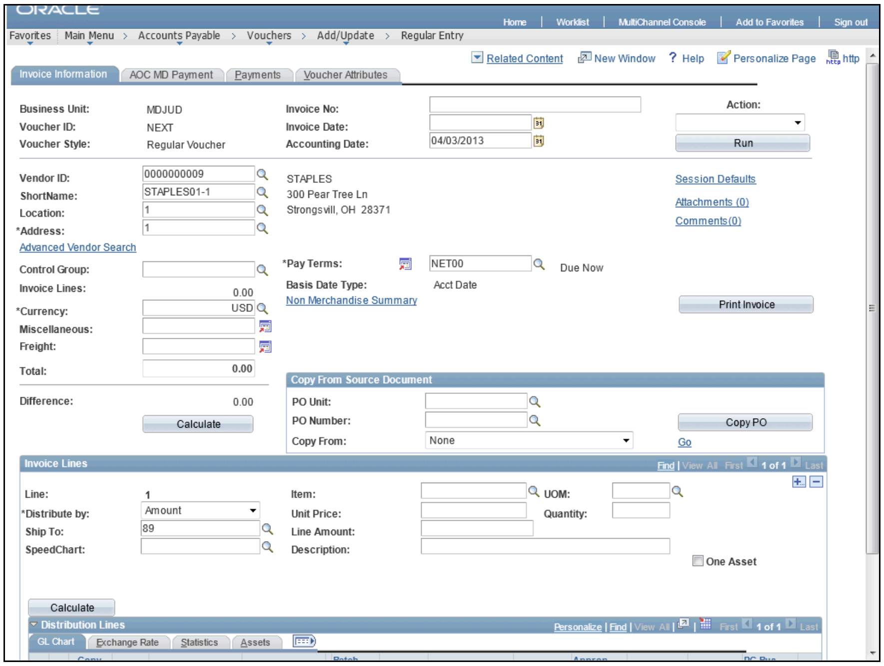
Step	Action
1.	Scroll down to the **Accounts Payable** link.
2.	Click the **Accounts Payable** link. ▷ Accounts Payable
3.	Click the **Vouchers** link. Vouchers
4.	Click the **Add/Update** link. Add/Update
5.	Click the **Regular Entry** link. Regular Entry



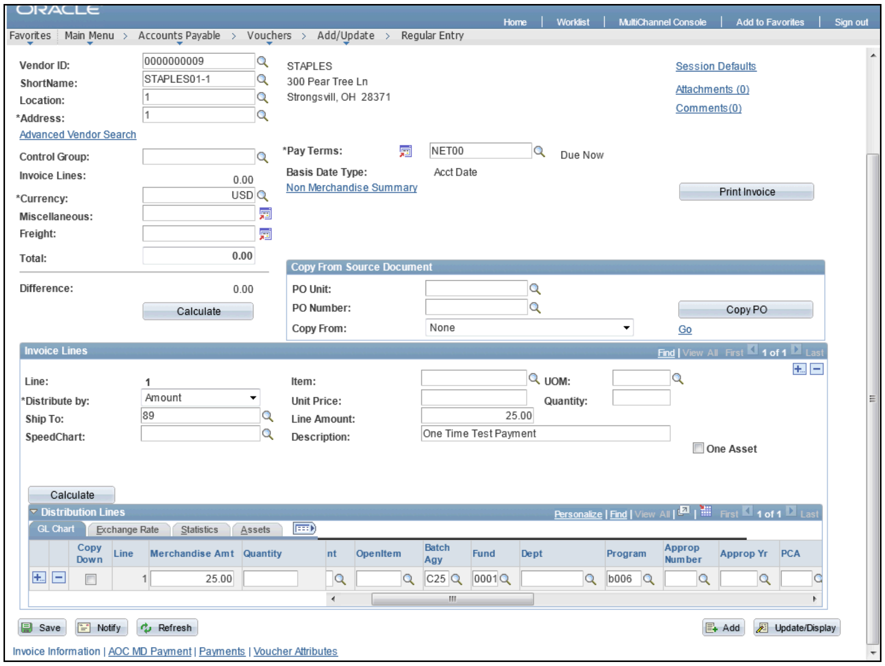
Step	Action
6.	The **Voucher** search page displays. Select the appropriate **Business Unit**. The Business Unit WRK99 is used to record petty cash disbursements. 
7.	Click the **Voucher Style** dropdown list. 
8.	Select the **Single Payment Voucher** list item. 
9.	Click the **Look up Short Vendor Name** button. 



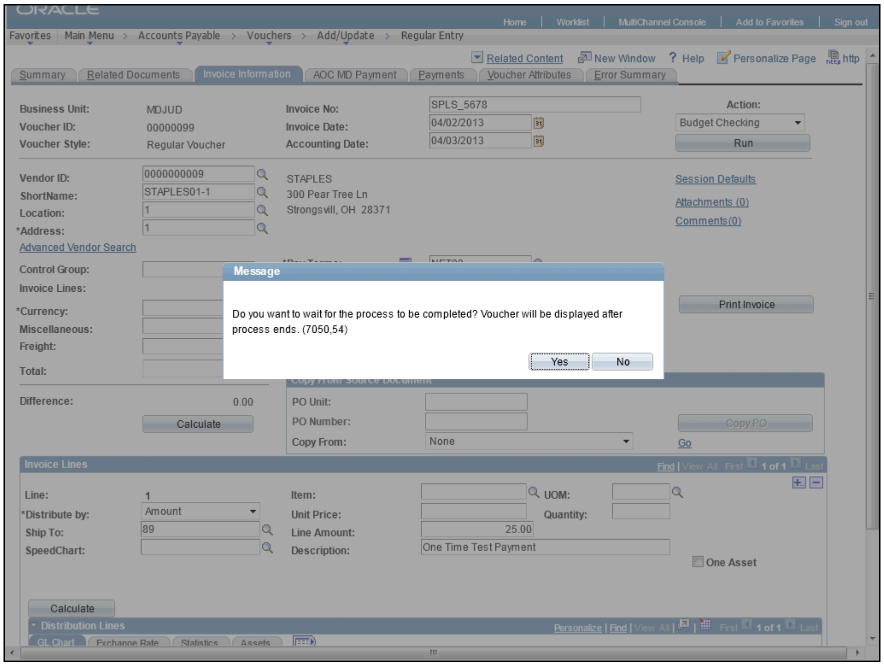
Step	Action
10.	The **Look Up Short Vender Name** window displays. Click the **999999999-1** link. 
11.	Enter an appropriate **Invoice Number** into the **Invoice Number** field. PeopleSoft checks for duplicates and will not allow you to proceed if there is a duplicate. For the purposes of recording petty cash disbursements, you can develop a unique number by combining the date with a payment sequence number for the day, as shown in the following examples: 052113-1, 052113-2, 052113-3, etc.
12.	Enter the desired information into the **Invoice Date** field. Enter "**t**" if you want to enter today's date.
13.	Enter the desired information into the **Gross Invoice Amount** field. Enter "**500**".
14.	If you are working with more than 1 voucher line for the purposes of itemization, you can specify the number of lines you want to appear in the voucher.
15.	Click the **Add** button. 



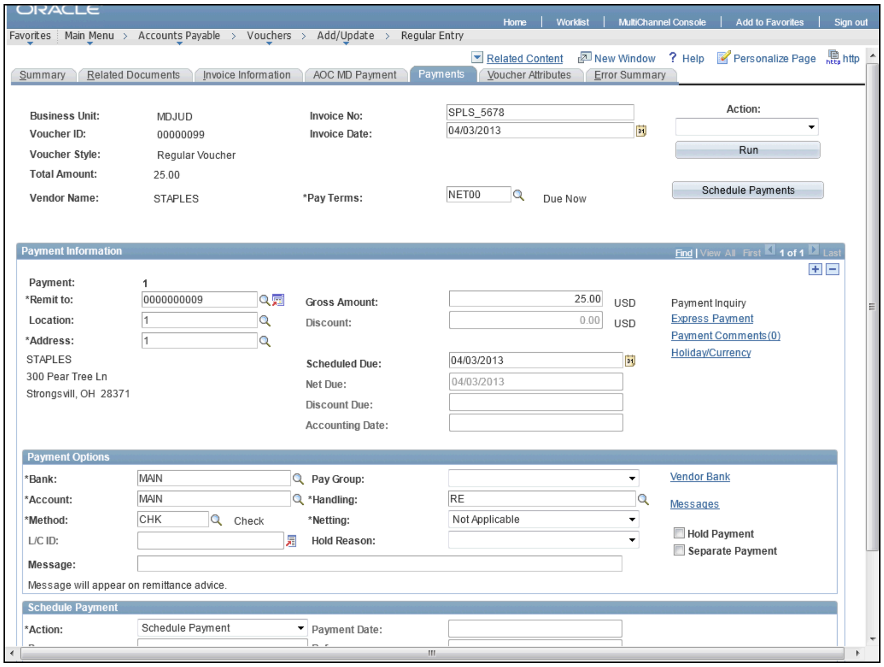
Step	Action
16.	The **Voucher - Invoice Information** page displays. Enter the desired information into the **Invoice No** field. Enter "**SPLS_5678**".
17.	Enter the desired information into the **Invoice Date** field.
18.	Enter the desired information into the **Line Amount** field. Enter "**25**".
19.	Enter the desired information into the **Description** field.
20.	Enter the desired information into the **Account** field.
21.	Enter the desired information into the **Batch Agy** field.
22.	Enter the desired information into the **Fund** field.
23.	Enter the desired information into the **Program** field.
24.	Move the scrollbar to the right to reveal additional fields.



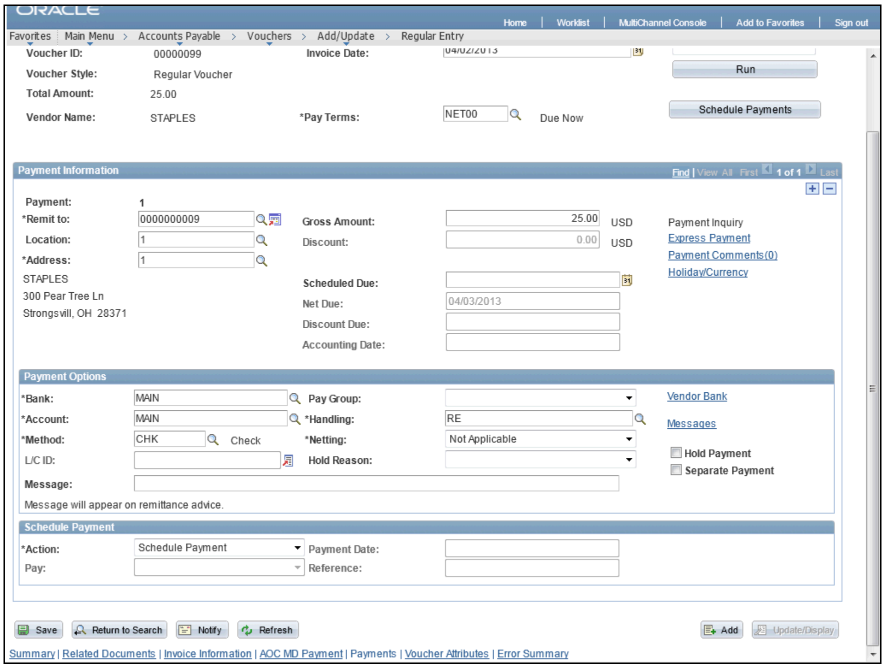
Step	Action
25.	Enter the desired information into the **Approp Yr** field. Enter "**ay2013**".
26.	Enter the desired information into the **PCA** field. Enter "**60183**".
27.	Click the **Save** button. Save
28.	Click the **Action** list.
29.	Click the **Budget Checking** list item. Budget Checking
30.	Click the **Run** button. Run



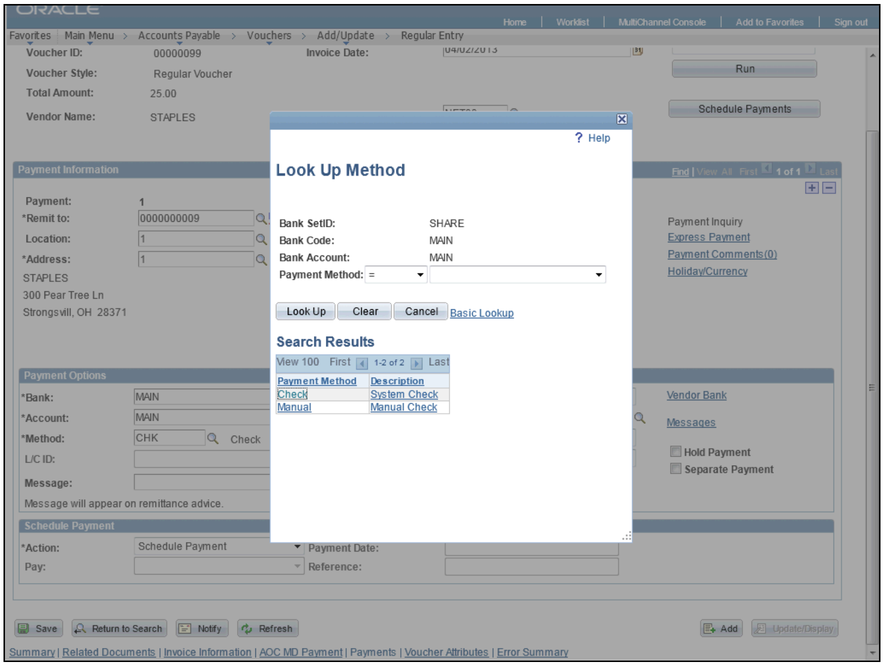
Step	Action
31.	Click the **Yes** button. Yes
32.	Click the **Payments** tab. Payments



Step	Action
33.	The **Payments** tab displays. Scroll down to reveal additional fields.



Step	Action
34.	Click the **Look up Method** button.



Step	Action
35.	The **Look Up Method** window displays. Click the **Manual** link. Manual
36.	Click the **Action** list. Schedule Payment
37.	Click the **Record a Payment** list item. Record a Payment
38.	Enter the desired information into the **Reference** field. Enter a unique reference number. In this example, "**000001**" is used. Be sure to take note of the reference number you use.
39.	Click the **Save** button. Save
40.	You have successfully completed the *Creating Manual Payments* topic. You have learned how to: - Submit a payment using manual entry **End of Procedure.**

3.4 Managing Return of Escrow Vouchers

3.4.1 Running Voucher Build

The **Voucher Build** process creates vouchers from several sources including Accounts Receivable Return of Escrow "refunds".

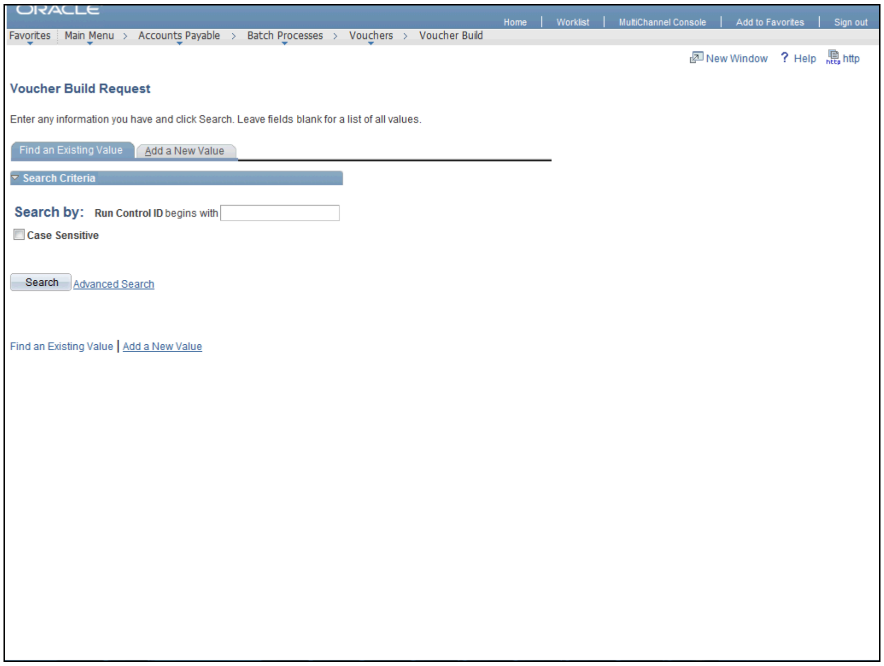
After completing this topic, you will be able to:

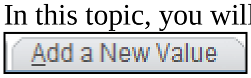
- Create a run control for the Voucher Build process
- Enter process request parameters to specify vouchers to be created
- Run and monitor the Voucher Build process

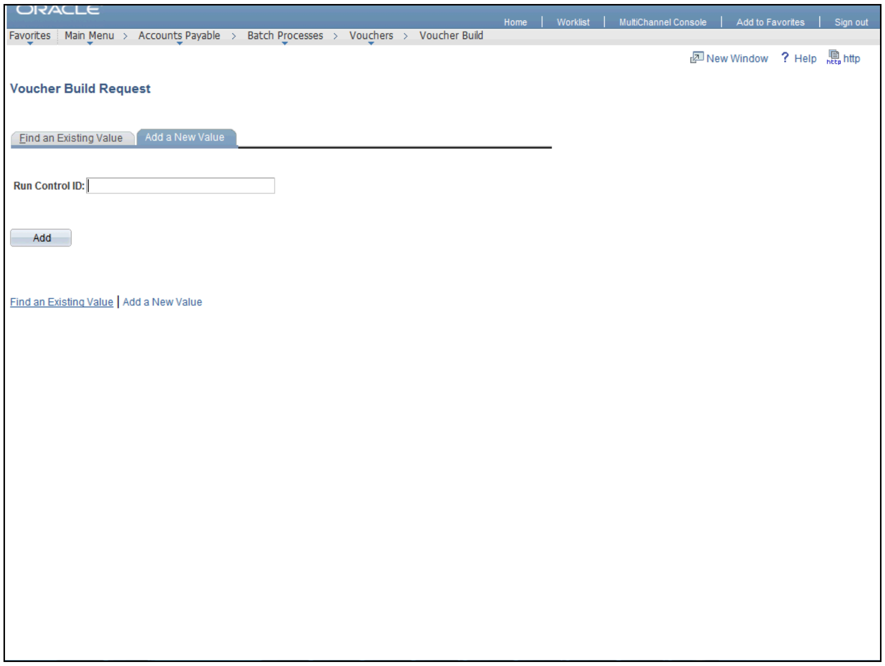
Procedure

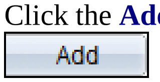
In this topic, you will learn how to create run control the Voucher Build process

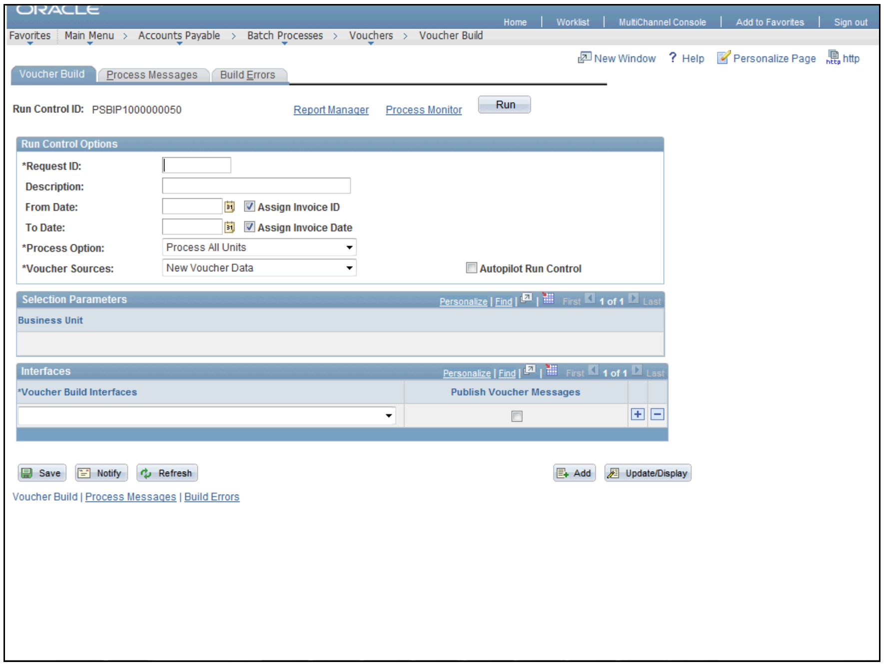
Step	Action
1.	Scroll down to the **Accounts Payabale** link.
2.	Navigate to the **Voucher Build** page. Click the **Accounts Payable** link. ▷ Accounts Payable
3.	Click the **Batch Processes** link. Batch Processes
4.	Click the **Vouchers** link. Vouchers
5.	Click the **Voucher Build** link. Voucher Build



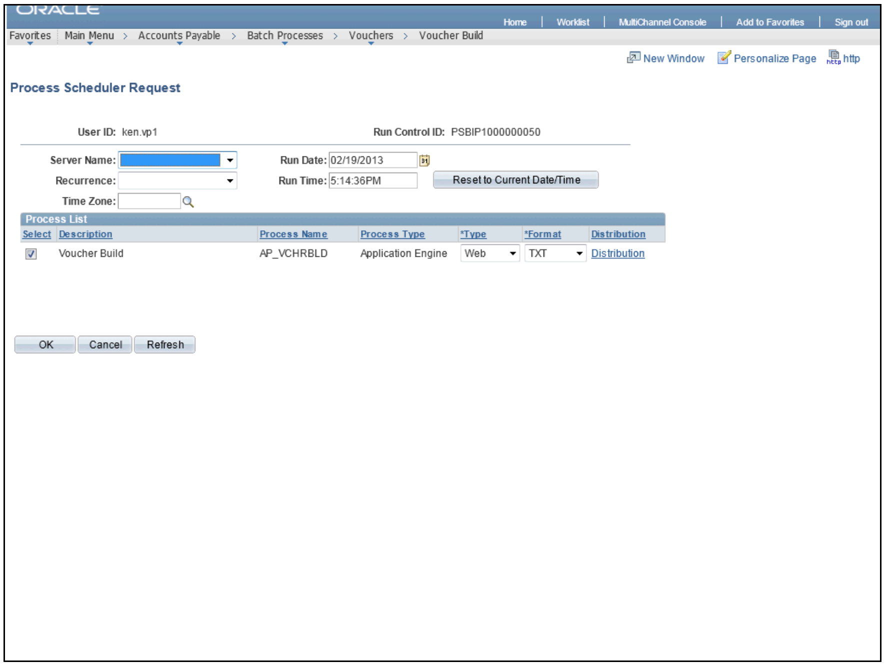
Step	Action
6.	The **Voucher Build Request - Find an Existing Value** page displays. If you have already created a run control ID for this process, you can search for it on the **Find an Existing Value** page. When running the process for the first time, you must create a new run control on the **Add a New Value** tab.
7.	In this topic, you will create a new run control. Click the **Add a New Value** tab. 

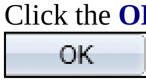


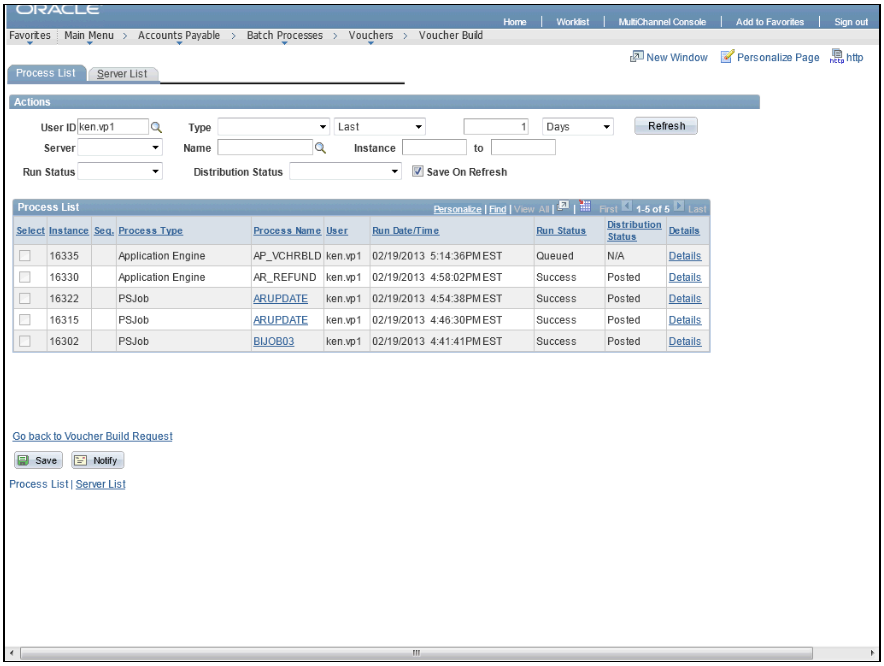
Step	Action
8.	The **Voucher Build Request - Add a New Value** page displays. Enter valid run control ID into the **Run Control ID** field.
9.	Click the **Add** button. 

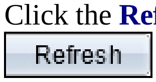


Step	Action
10.	The **Voucher Build** page displays. Enter the desired information into the **Request ID** field. Enter "**1**".
11.	Enter the desired information into the **Description** field. Enter "**Return of Escrow**".
12.	Verify that the **Process Option** field displays "Process All Units".
13.	Verify that the **Voucher Sources** field displays "New Voucher Data".
14.	Click the **Voucher Build Interfaces** list.
15.	Click the **Receivables Customer Refunds** list item.
16.	Click the **Save** button. 
17.	Click the **Run** button. 



Step	Action
18.	The **Process Scheduler Request** page displays. Verify that the Voucher Build (AP_VCHRBLD) process is selected. Click the **OK** button. 
19.	The **Voucher Build** page displays once again. Click the **Process Monitor** link. 



Step	Action
20.	The **Process List** displays. Click the **Refresh** button. 
21.	After the process has completed successfully, the following statuses should display: - the **Run Status** displays "Success" - the **Distribution Status** displays "Posted"
22.	You have successfully completed the *Running Voucher Build* topic. You have learned how to: - Create a new run control for the Voucher Build process - Specify process request parameters to build Return of Escrow vouchers - Run the Voucher Build process **End of Procedure.**

3.4.2 Reviewing Vouchers Created in Voucher Build

After **Voucher Build** has run successfully, you can view, update, and process the vouchers in the Voucher component. Return of Escrow vouchers created through Voucher Build have a voucher source of "Receivables Customer Refunds". Use the **Voucher Source** field on the **Voucher - Find an Existing Value** page to conduct your search along with other search fields, as applicable.

Once you have accessed the voucher, you can update the payment options, including payment messages. Payment messages are pre-defined and will print on the remittance advice. You can add payment message from the **Payments** tab on the voucher.

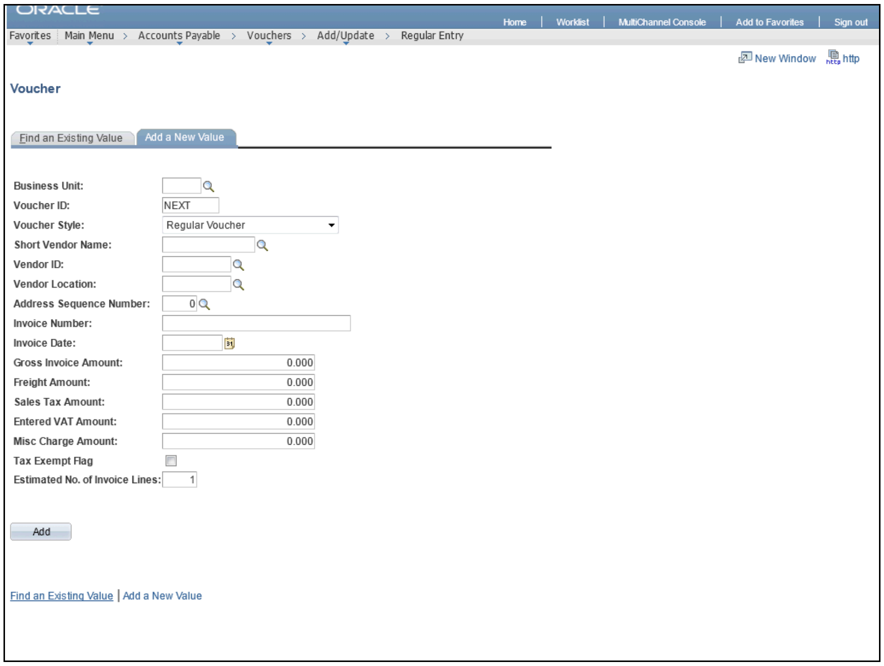
After completing this topic, you will be able to:

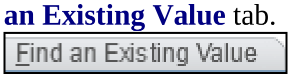
- Locate voucher created through the Voucher Build process
- Update vouchers with payment messages

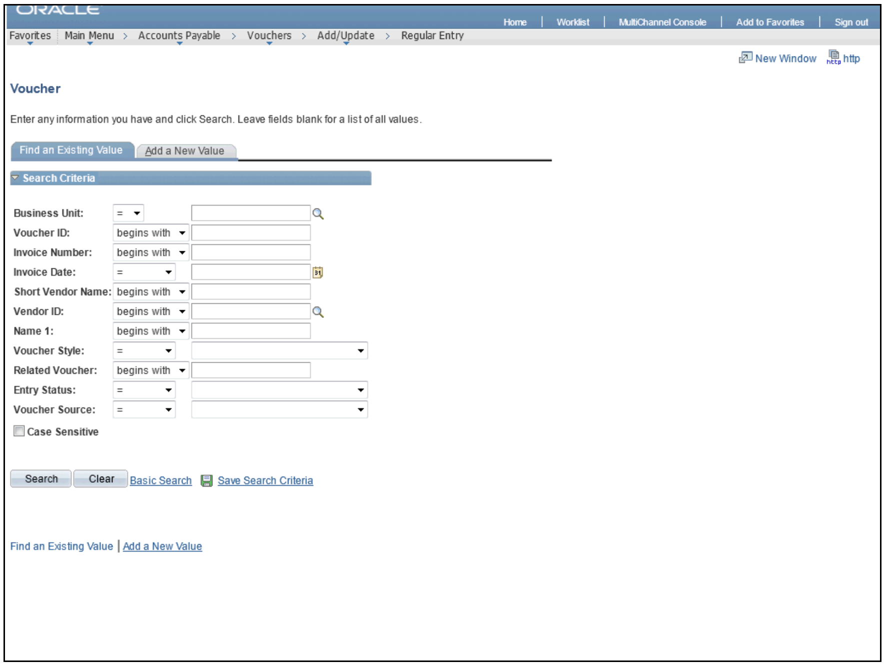
Procedure

In this topic, you will review how to locate and view vouchers built using the Voucher Build process. You will also update the voucher with payment messages that will print on the remittance advice.

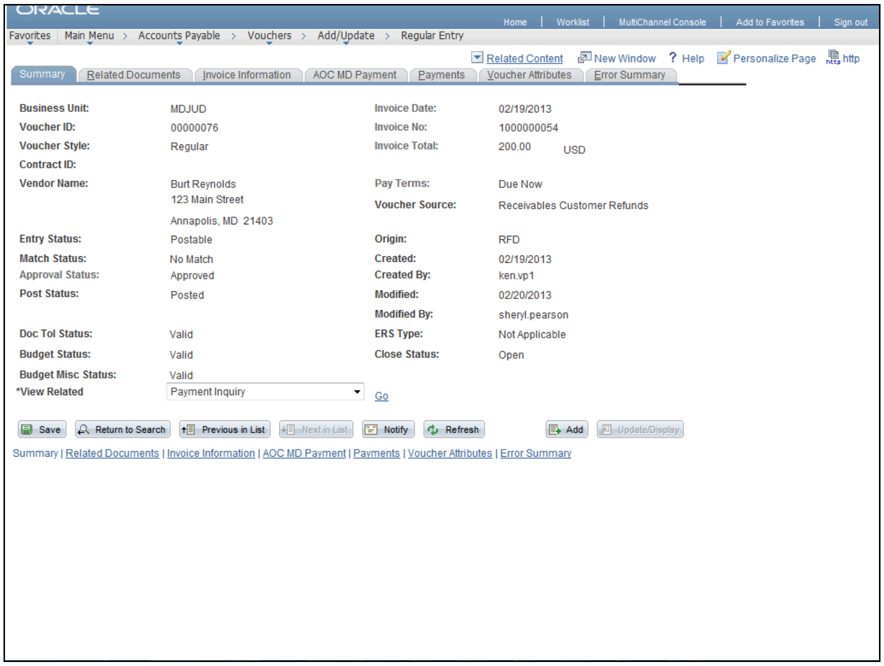
Step	Action
1.	Navigate to the **Voucher** page. Click the **Accounts Payable** link. ▷ Accounts Payable
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Add/Update** link. Add/Update
4.	Click the **Regular Entry** link. Regular Entry

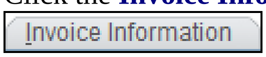


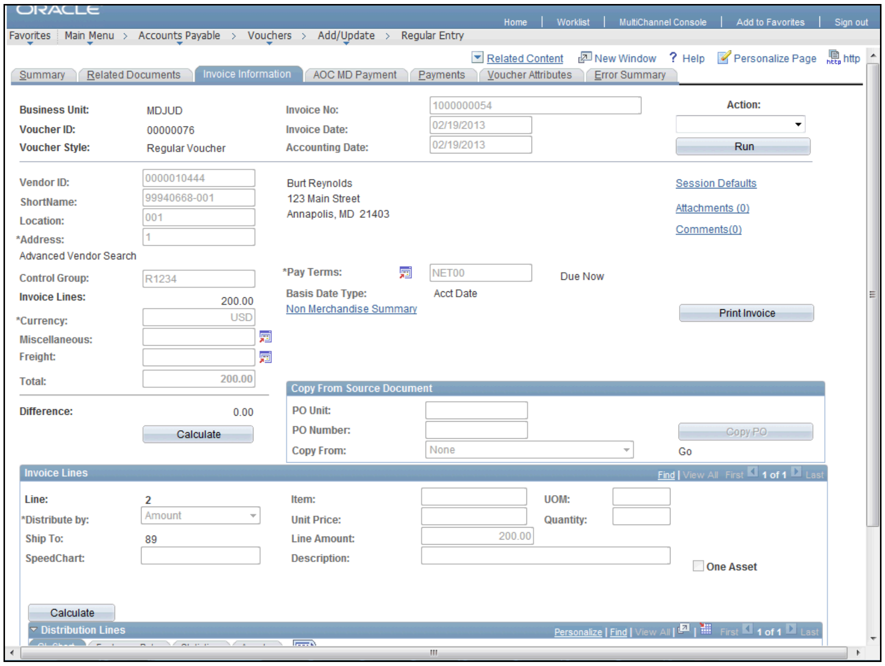
Step	Action
5.	The **Voucher - Add a New Value** page displays. If you have already created a run control ID for this process, you can search for it on the **Find an Existing Value** page. When running the process for the first time, you must create a new run control on the **Add a New Value** tab.
6.	To search for vouchers created through the Voucher Build process, click the **Find an Existing Value** tab. 

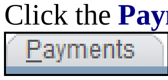


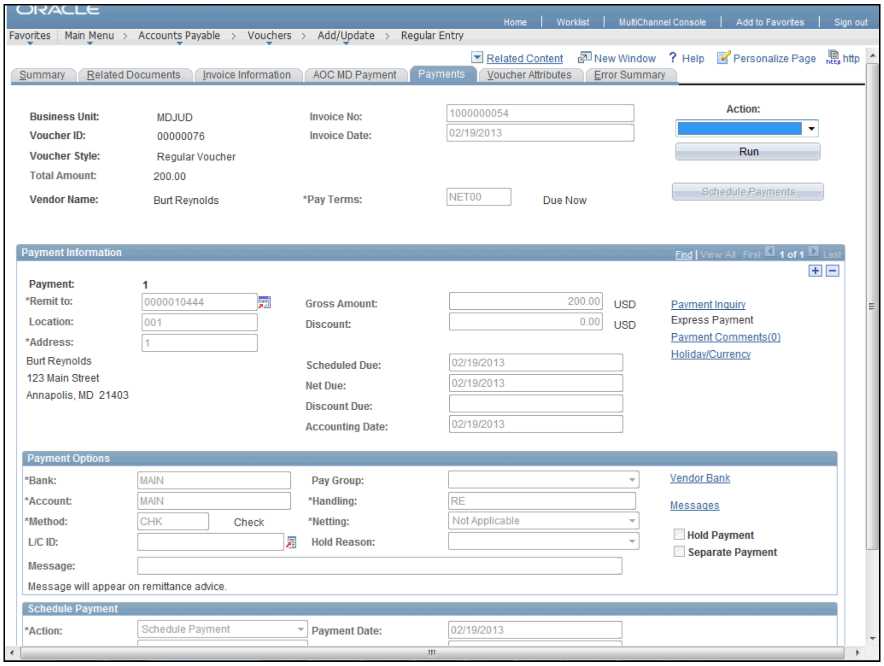
Step	Action
7.	The **Voucher - Find and Existing Value** page displays. Enter your **Business Unit**. In this case, enter "**MDJUD**"
8.	Click the **Voucher Source** list.
9.	Click the **Receivables Customer Refunds** list item. Receivables Customer Refunds
10.	Enter other criteria such as Short Vendor Name, Name1, or Vendor ID.
11.	Click the appropriate link. In this example, click the **00000087** link. 00000087



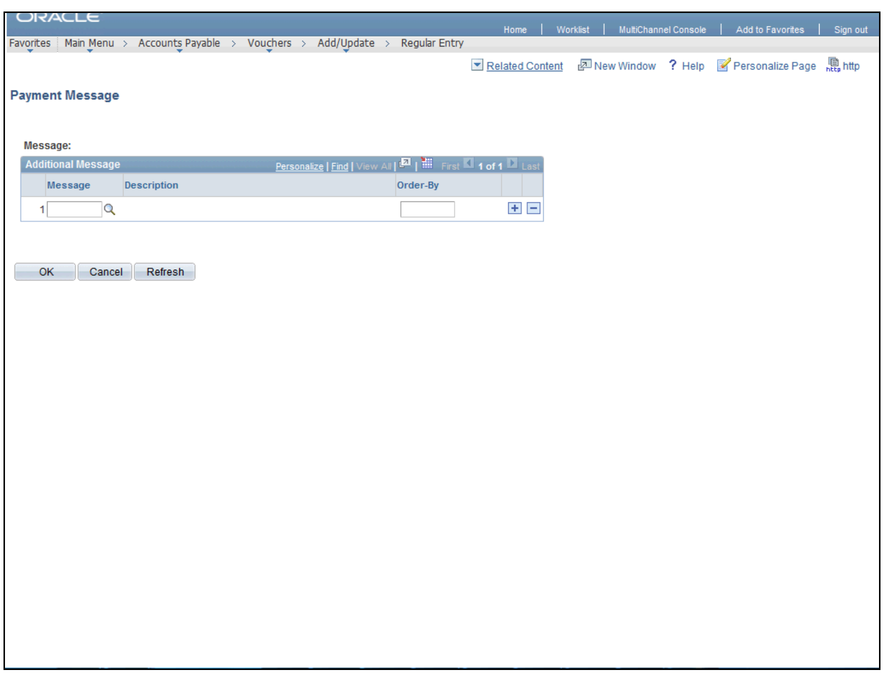
Step	Action
12.	The **Summary** tab displays. Verify that the voucher statuses displays the following: - Entry Status reads "Postable" - Budget Status reads "Valid" These statuses indicate that the voucher can be posted and paid.
13.	Click the **Invoice Information** tab. 



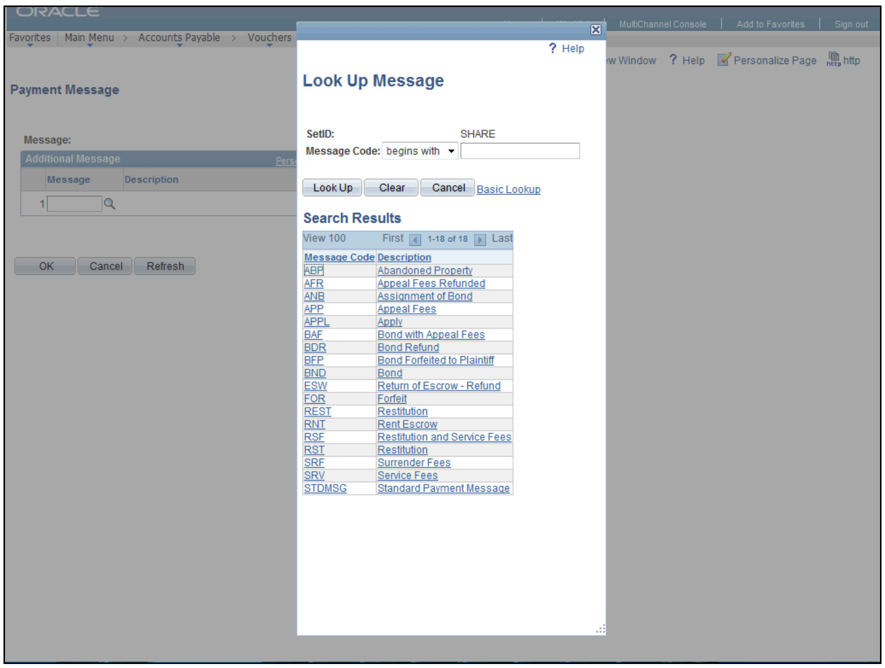
Step	Action
14.	The **Invoice Information** tab displays. Review the voucher header, line, and distribution. Update the information, as needed.
15.	Click the **Payments** link. 



Step	Action
16.	The **Payments** tab displays, In the **Payment Options** section, click the **Messages** link. Messages



Step	Action
17.	The **Payment Message** page displays. Click the **Look up Message** button to locate and select the appropriate payment message.



Step	Action
18.	The **Look Up Message** window displays. Click the **ESW - Return of Escrow - Refund** Message Code link.
19.	The **Payment Message** page displays with the message you have selected. Click the **OK** button. OK
20.	The **Payments** page displays. Click the **Save** button. Save
21.	After saving the voucher changes, you may have to process the voucher as you would any other voucher. Use the **Action** drop-down list to run "Match, Doc Tol, Bdgt" processes. This process will budget check the voucher.

Step	Action
22.	Click the **Action** list.
23.	Click the **Match, Doc Tol, Bdgt** list item.
24.	Click the **Run** button.
25.	Click the **Summary** tab verify that the voucher Budget Status is "**Valid**". Summary
26.	You have successfully completed the R*eviewing Vouchers Created in Voucher Build* topic. You have learned how to: - Locate "refund" vouchers created in Voucher Build - Update a voucher with a payment message **End of Procedure.**

3.4.3 Viewing Voucher Build Errors

Payables logs errors for any vouchers in "Recycle" status, regardless of whether you entered the voucher online or whether built through the **Voucher Build** process. Errors are listed on the **Error Summary** page of the voucher. To find vouchers with errors, select "Recycle" in the **Entry Status** field on the voucher search page.

View recycled vouchers that result from **Voucher Build** processing errors, duplicate invoices, and out-of-balance and Chartfield coding errors on the voucher. This topic discusses how to view voucher errors through the voucher component.

After completing this topic, you will be able to:

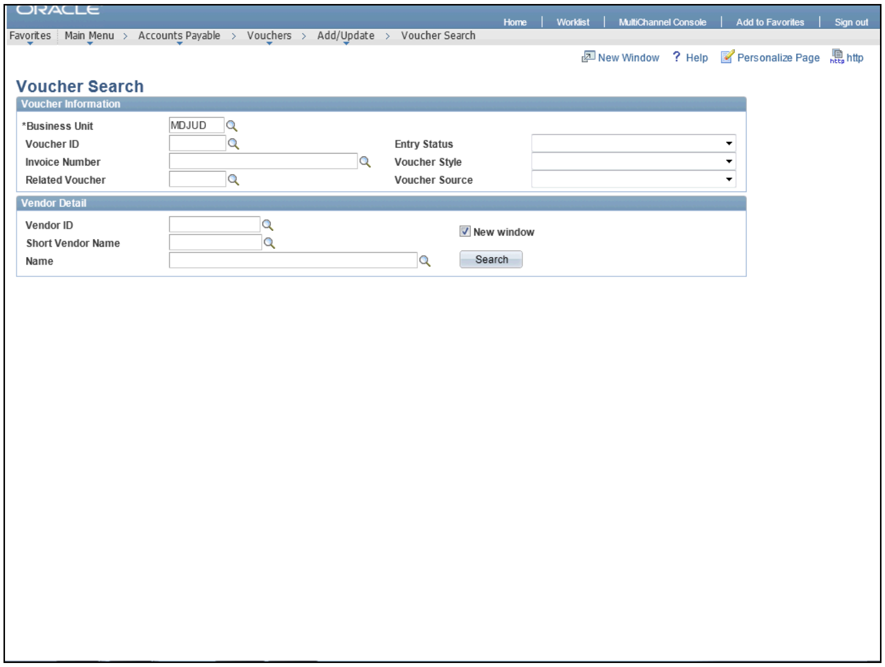
- View voucher errors from the **Error Summary** page of a voucher

Procedure

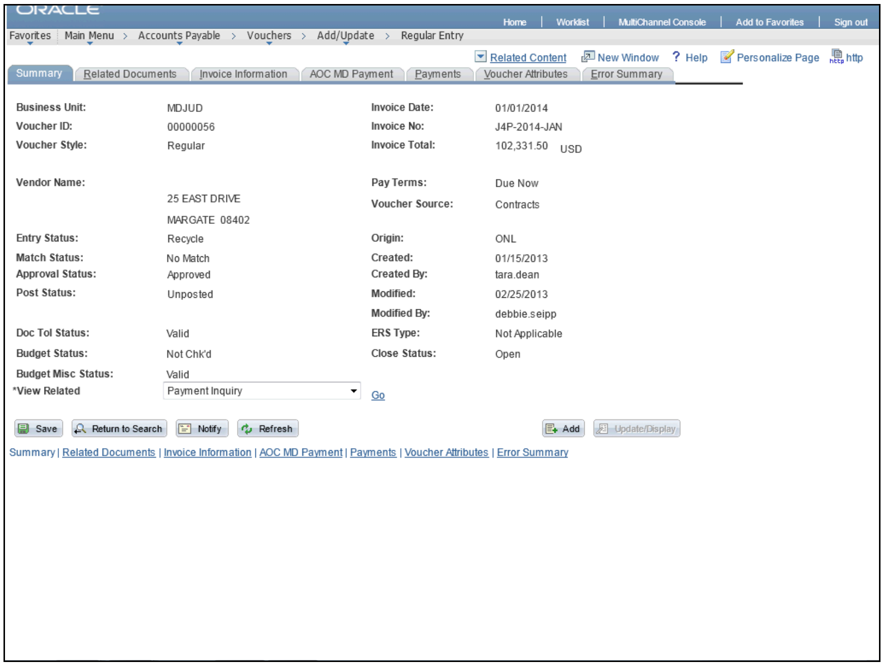
In this topic, you will view the voucher error summary to find errors on the voucher.

Step	Action
1.	Navigate to the **Voucher Summary** page. Click the **Accounts Payable** link. Accounts Payable
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Add/Update** link. Add/Update

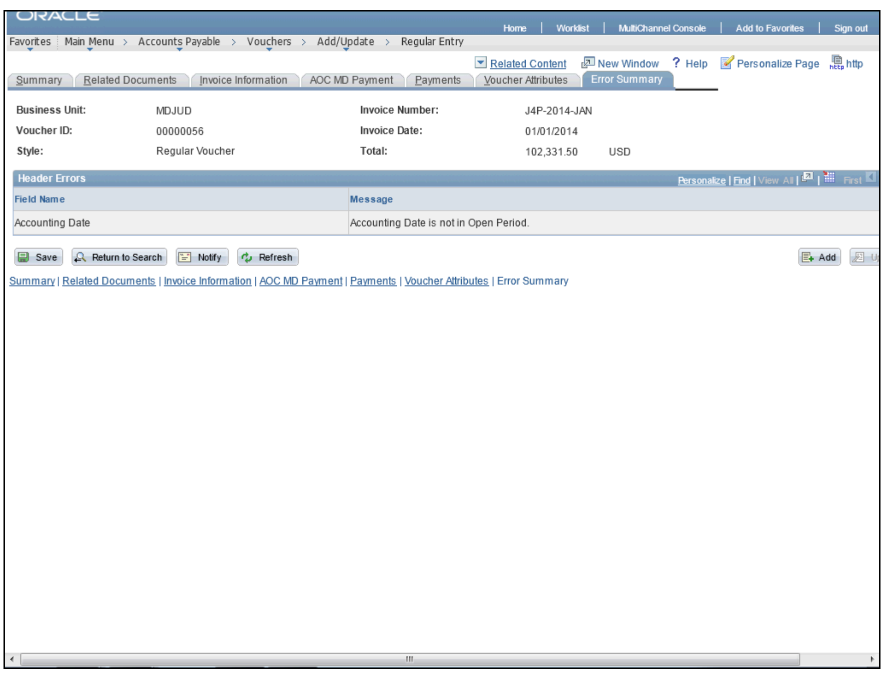
Step	Action
4.	Click the **Voucher Search** link. Regular Entry



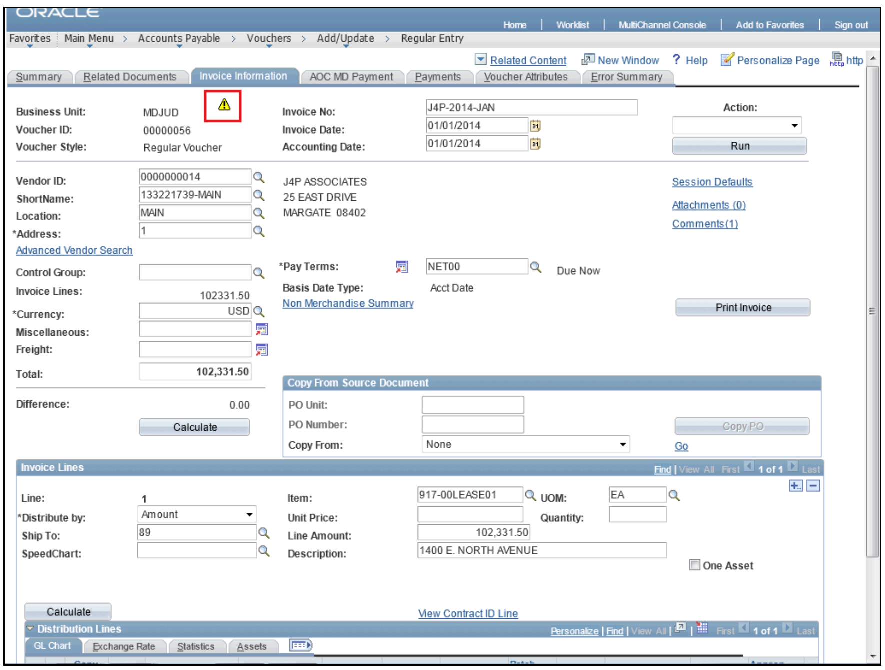
Step	Action
5.	The **Voucher Search** page displays. Click the **Entry Status** list.
6.	Click the **Recycle** list item. Recycle
7.	Click the **Voucher Source** list and select the **Receivables Customer Refunds** list item.
8.	Click the **Search** button. Search
9.	Select the appropriate link. In this example, click the **00000056** link. 00000056



Step	Action
10.	The **Voucher Summary** page displays for the voucher. Click the **Error Summary** tab. 



Step	Action
11.	The **Error Summary** page shows voucher errors that may occur during Voucher Build. View any voucher header, line, and distribution line errors that have prevented the voucher from processing.
12.	Click the **Invoice Information** tab update the errors. 



Step	Action
13.	The **Invoice Information** page displays. A yellow triangle appears in the sections where there are errors. These are the same errors that display on the **Error Summary** page.
14.	Update the voucher header, lines(s), and distribution(s), as needed.
15.	Click the **Save** button. 

Step	Action
16.	After saving the voucher changes, you may have to process the voucher as you would any other voucher. Use the **Action** drop-down list to run "Match, Doc Tol, Bdgt" process. This process will budget check the voucher. **NOTE:** Review the voucher statuses on the **Summary** tab to verify whether processes need to be run.
17.	You have successfully completed the *Viewing Voucher Build Errors* topic. You have learned how to: - View and adjust voucher build errors **End of Procedure.**

3.4.4 Budget Checking and Posting Vouchers in Batch

The voucher Budget Check process can be run for an individual voucher or for a group of vouchers at one time (i.e., in batch). This topic describes the process used to perform budget checking in batch.

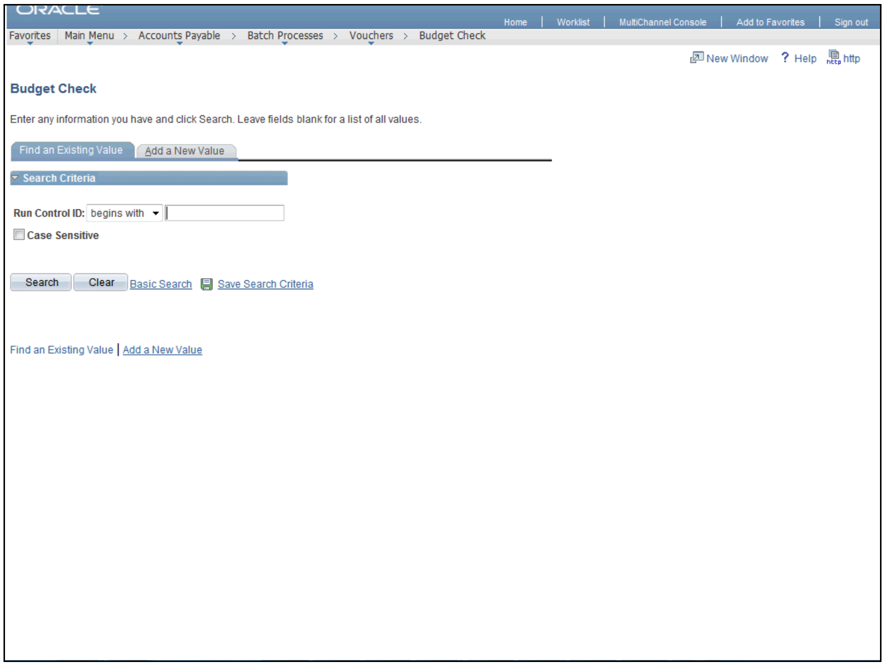
After completing this topic, you will be able to:

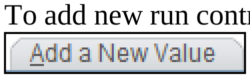
- Create a run control for the Budget Check process
- Specify process request parameters for
- Run and monitor the Budget Checking process

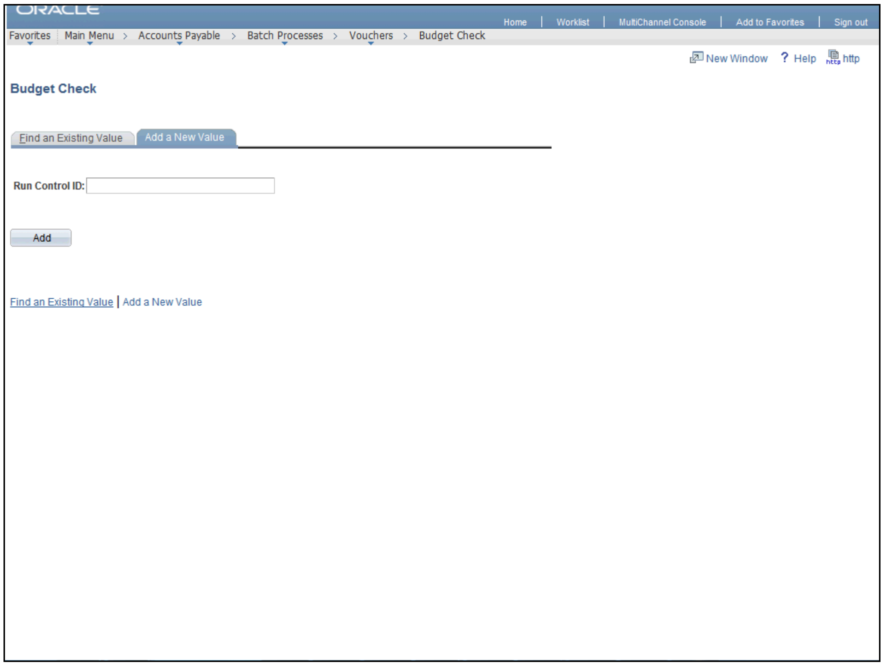
Procedure

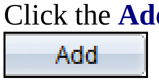
In this topic you will run the budget checking process to budget check specified Return of Escrow vouchers created in **Voucher Build**.

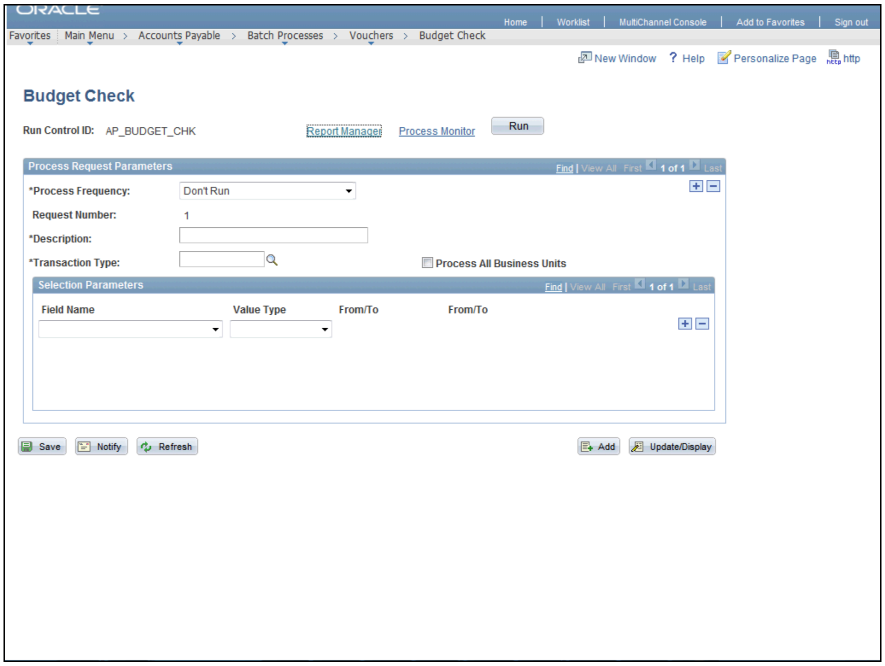
Step	Action
1.	Navigate to the **Budget Check** page. Click the **Accounts Payable** link. ▷ Accounts Payable
2.	Click the **Batch Processes** link. Batch Processes
3.	Click the **Vouchers** link. Vouchers
4.	Click the **Budget Check** link. Budget Check



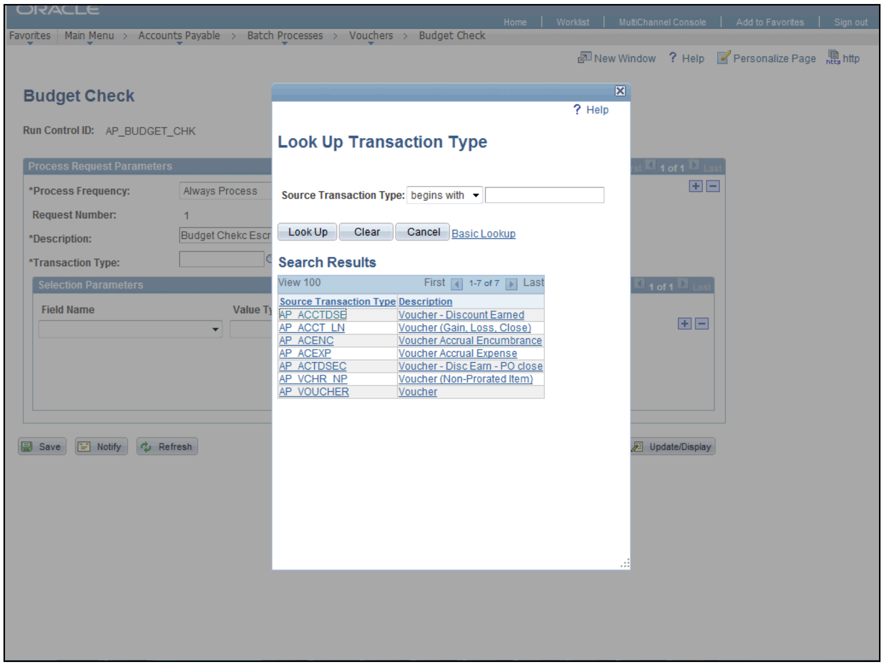
Step	Action
5.	The **Budget Check - Find an Existing Value** page displays. If you have already created a run control for this process, you can search for it on the **Find an Existing Value** page. When running the process for the first time, you must create a new run control on the **Add a New Value** tab.
6.	In this topic, you will create a new run control ID. To add new run control, click the **Add a New Value** tab. 



Step	Action
7.	The **Budget Check - Add a New Value** page displays. Enter a valid run control into the **Run Control ID** field. For example, enter "**AP_BUDGET_CHK**".
8.	Click the **Add** button. 

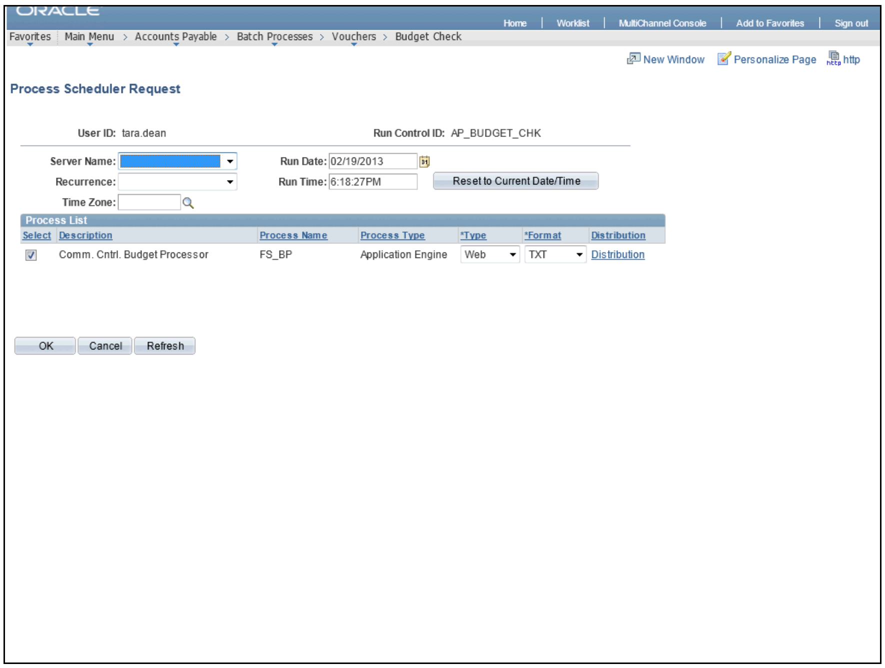


Step	Action
9.	The **Budget Check** run control page displays. Enter process request parameters to specify the voucher to be budget checked.
10.	Click the **Process Frequency** list. 
11.	Click the **Always Process** list item. 
12.	Enter the desired information into the **Description** field. Enter "**Budget Check Escrow Vouchers**".
13.	Click the **Look up Transaction Type** button. 

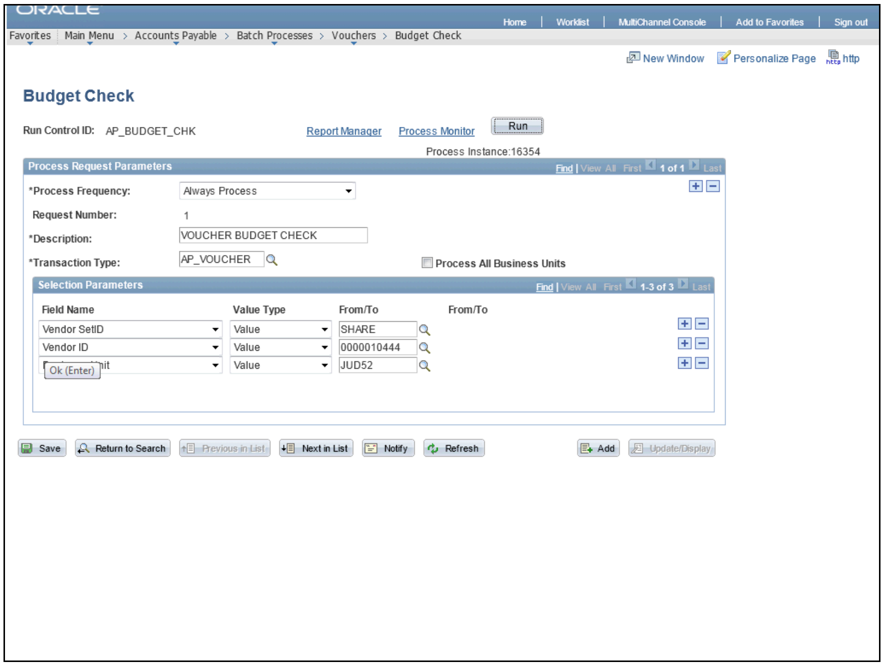


Step	Action
14.	The **Look Up Transaction Type** window displays. Click the **AP_VOUCHER** link. AP_VOUCHER
15.	Click the **Field Name** list.
16.	Click the **Vendor SetID** list item. Vendor SetID
17.	Enter the desired information into the **From/To** field. Enter "**SHARE**".
18.	Click the **Add a new row at row 1 (Alt+7)** button.
19.	Click the **From/To** list.
20.	Click the **Vendor ID** list item. Vendor ID
21.	Enter the desired information into the **From/To** field. Enter "**0000010444**".
22.	Click the **Add a new row at row 2 (Alt+7)** button.
23.	Click the **From/To** list.

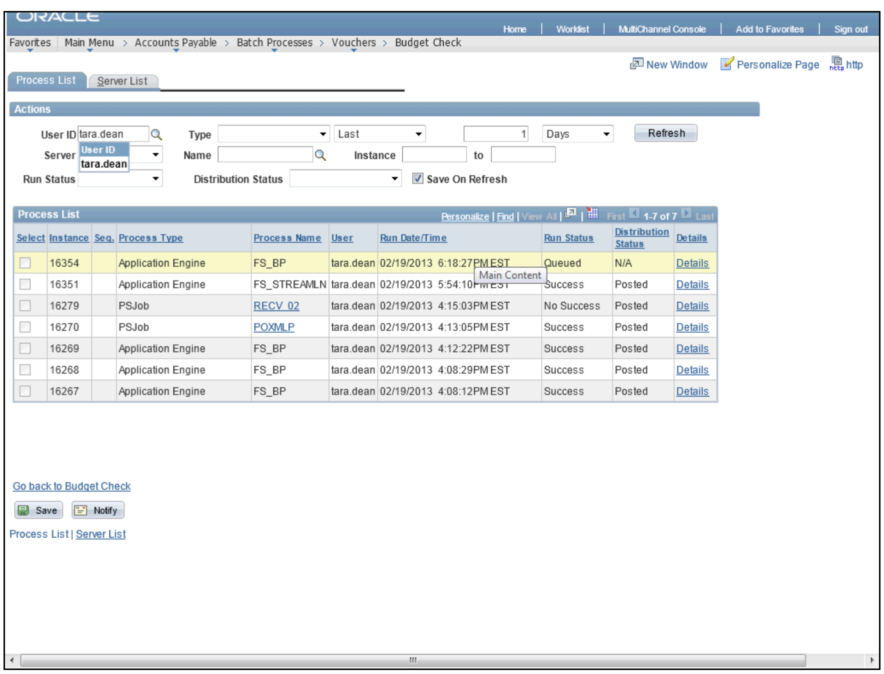
Step	Action
24.	Click the **Business Unit** list item. Business Unit
25.	Enter the business unit (Batch Agency) into the **From/To** field. Enter "**JUD52**".
26.	Click the **Save** button. Save
27.	Click the **Run** button. Run



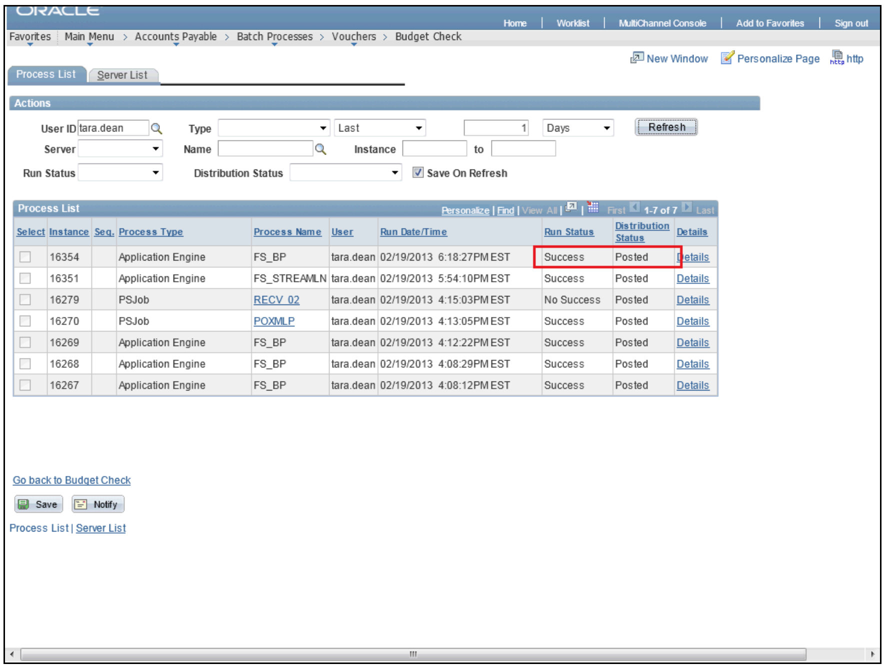
Step	Action
28.	The **Process Scheduler Request** page displays. Accept all defaults and click the **OK** button. OK



Step	Action
29.	The **Budget Check** run control page displays. Take note of the **Process Instance** number under the Run button.
30.	Click the **Process Monitor** link. Process Monitor

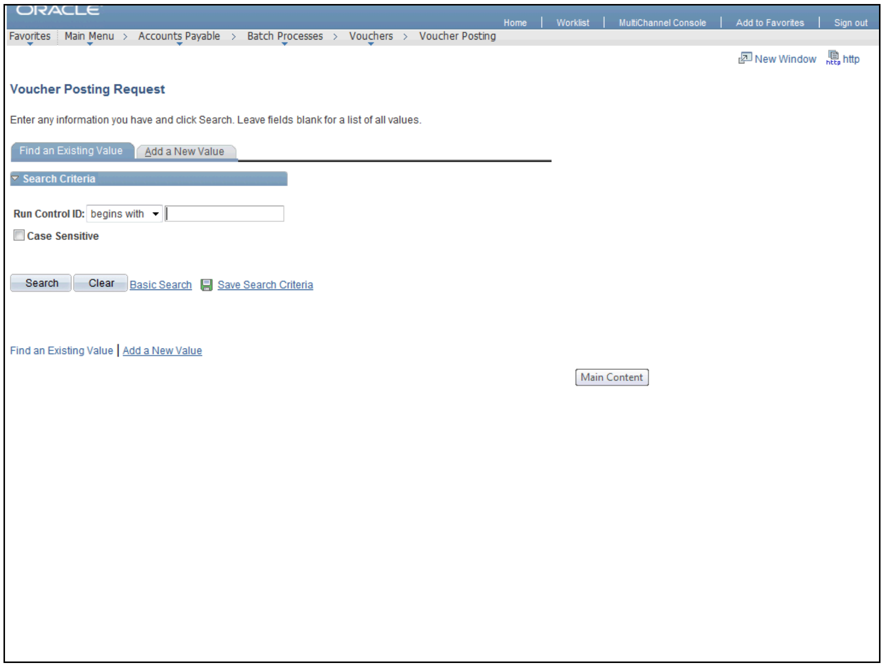


Step	Action
31.	The **Process Monitor - Process List** page displays. The process you ran is listed by Process Instance number.
32.	Click the **Refresh** button to update the process status. Refresh

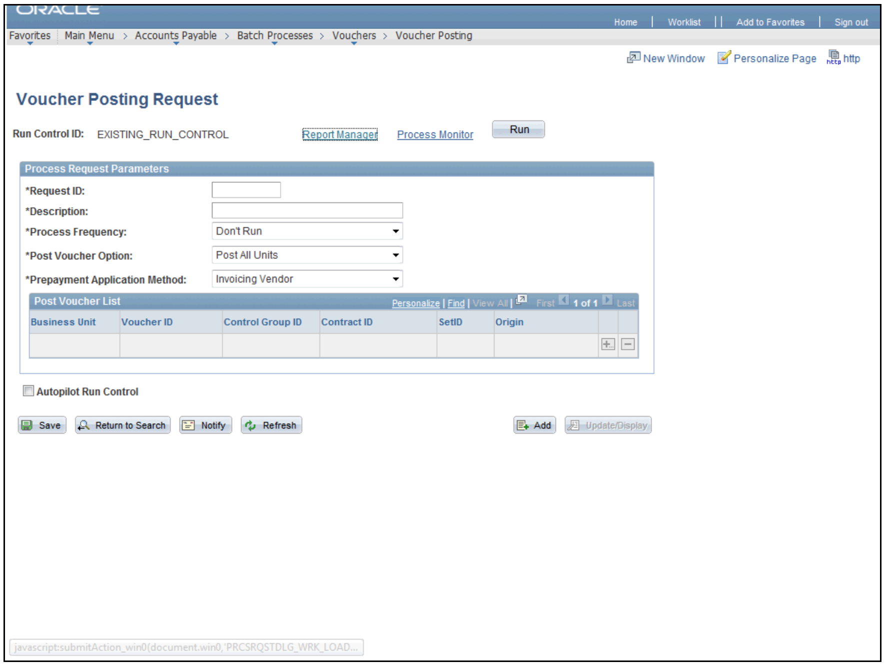


Step	Action
33.	The process ran successfully when the **Run Status** displays "Success" and the **Distribution Status** displays "Posted".
34.	Now we will review the Batch Voucher Post process. Begin by clicking the **Main Menu** button. Main Menu
35.	Click the **Menu not sorted. Click to sort in ascending order** button.
36.	Click the **Accounts Payable** menu. Accounts Payable
37.	Click the **Batch Processes** menu. Batch Processes
38.	Click the **Vouchers** menu. Vouchers

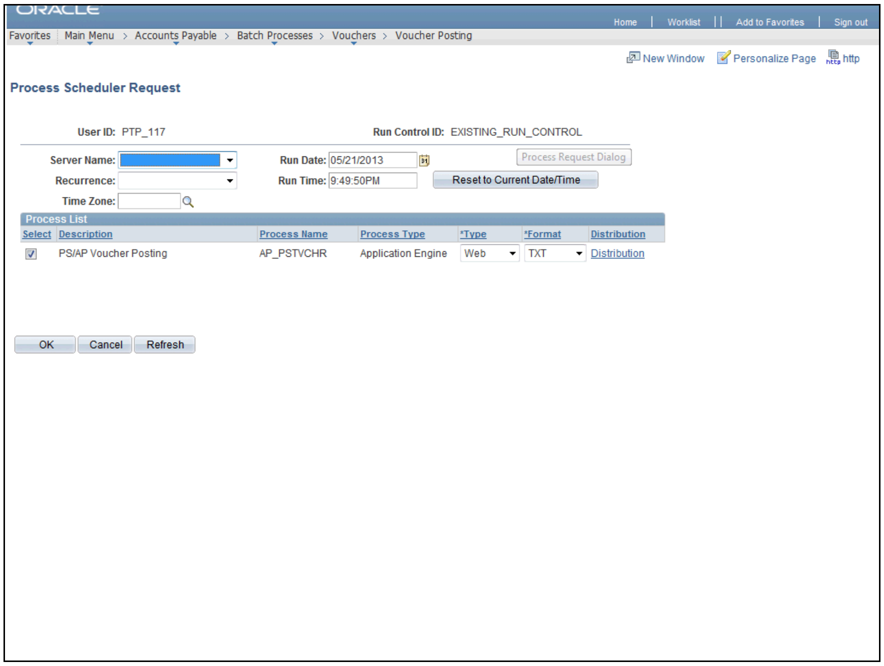
Step	Action
39.	Click the **Voucher Posting** menu. Voucher Posting



Step	Action
40.	The **Voucher Posting Request** search page displays. Click the **Search** button to utilize your existing Run Control. Search
41.	Click the **EXISTING_RUN_CONTROL** link. EXISTING_RUN_CONTROL



Step	Action
42.	The **Voucher Posting Request** page displays. Enter the desired information into the **Request ID** field. Enter "**123**".
43.	Enter the desired information into the **Description** field. Enter "**Voucher Post**".
44.	Click the **Process Frequency** list. Don't Run
45.	Click the **Always Process** list item. Always Process
46.	Click the **Post Voucher Option** list. Post All Units
47.	Click the **Post Business Unit** list item. Post Business Unit
48.	Enter the desired information into the **Business Unit** field. Enter "**jud52**".
49.	Click the **Save** button. Save
50.	Click the **Run** button. Run



Step	Action
51.	The **Process Scheduler Request** page displays. Click the **OK** button. OK
52.	Click the **Process Monitor** link. Process Monitor
53.	The Process List Displays. Click the **Refresh** button until the Run Status and Distribution Status change. Refresh
54.	The **Run Status** has changed to **Success** and the **Distribution Status** is now **Posted**.
55.	You have successfully completed the *Budget Checking Vouchers in Batch* topic. You have learned how to: - Create a run control for the Budget Check process - Specify process request parameters for - Run and monitor the Budget Checking process **End of Procedure.**

Lesson 4: Using the Pay Cycle Manager

Lesson Overview

The **Pay Cycle** process consists of two processes: **Payment Selection** and **Payment Creation**. These processes can be run separately or run together in the Pay Cycle Manager. When you run the processes separately, the system allows you to view the vouchers that have been selected for payment in the cycle.

The **Payment Selection** process uses defined payment selection criteria to select vouchers to pay. The payment selection criteria control the scope of payments that are eligible for payment in each cycle. Each individual voucher contains information that ultimately determines its selection (**NOTE:** These definitions will already be set up for you to use). At the Judiciary, the **Payment Creation** process updates the payment status for vouchers (i.e., payment requests (invoices) and revenue refunds) selected for payment to "Paid".

After **Pay Cycle** has run successfully, the **Payment Post** process should be run to create and post accounting entries in the Payables module.

Lesson Objectives
Upon completion of this lesson, you will be able to:

- Run Pay Cycle processes, including Payment Selection and Payment Creation
- View and print checks created using Pay Cycle
- Run the Payment Post process to create and post payment accounting entries in Payables
- Create the Positive Payment file
- Void Payments

4.1 Understanding Pay Cycle Statuses

The Pay Cycle Manager indicates exactly where your payments are in the payment process and keeps you informed of the current status of a pay cycle. The different pay cycle statuses that occur are listed in the table below.

Status	Description
Approved	Pay cycle has been approved.
Completed	The pay cycle is finished. You can start payment selection again using the next payment dates.
Confirmed	You have successfully confirmed that the payment references are correct on the Confirm Payment Reference page.
Created	Payments are ready to print. If EFT payments are being processed, the files are ready to format or be sent through the approval process.
Exceptions	Pay cycle exceptions have been found. Click on the **Exceptions** link to access the exceptions page and determine the error (e.g., pay cycle processing errors).
Formatted	The formatting process for the positive payment file has finished successfully.
New	When you create a pay cycle, its status is New.
No work	No payments have been selected or created for processing.
Printed	Payments are printed or data has been written to a file.
Rejected	Pay cycle has been rejected.
Reset	Pay cycle has been reset. Payment Selection can be run again.
Restarted	Pay cycle has been restarted and is ready for Payment Creation.
Running	One of the Pay Cycle processes is currently running.
Selected	Payment selection has finished successfully.
Staged	Payment selection has finished successfully and Draft payments have been successfully staged.

4.2 Running the Pay Cycle

The **Pay Cycle Manager** allows you to perform several tasks associated with payment processing. You can review and select voucher for payment, create payments, generate checks, and generate a Positive Payment file all from the **Pay Cycle Manager** page.

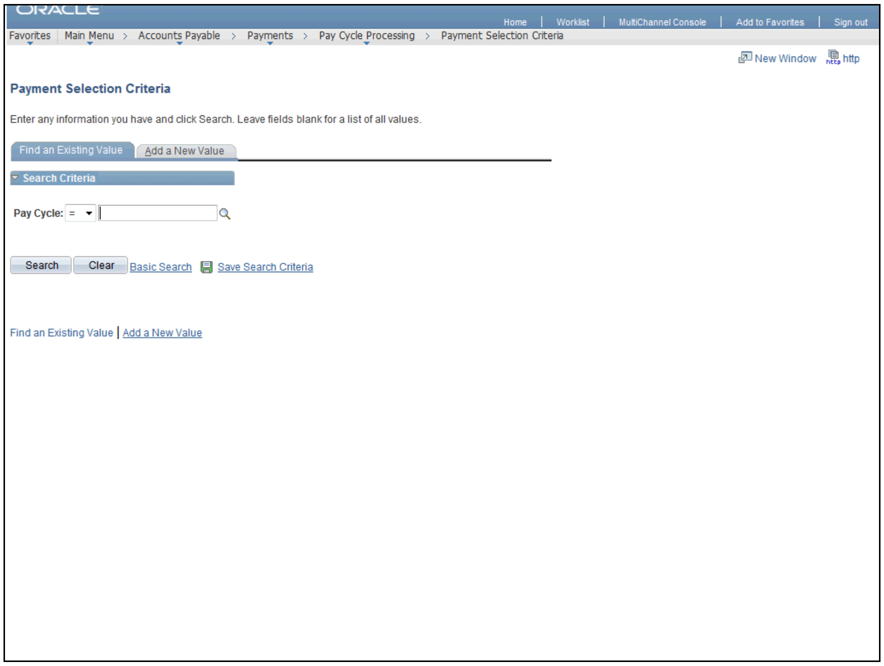
After completing this topic, you will be able to:

- Enter/update payment selection criteria
- Run the **Pay Cycle Manager** processes including **Payment Selection** and **Payment Creation**
- View vouchers selected for payment prior to running the **Payment Creation** process
- Generate, access, and print checks for Return of Escrow
- Generate the Positive Payment file for a Pay Cycle run

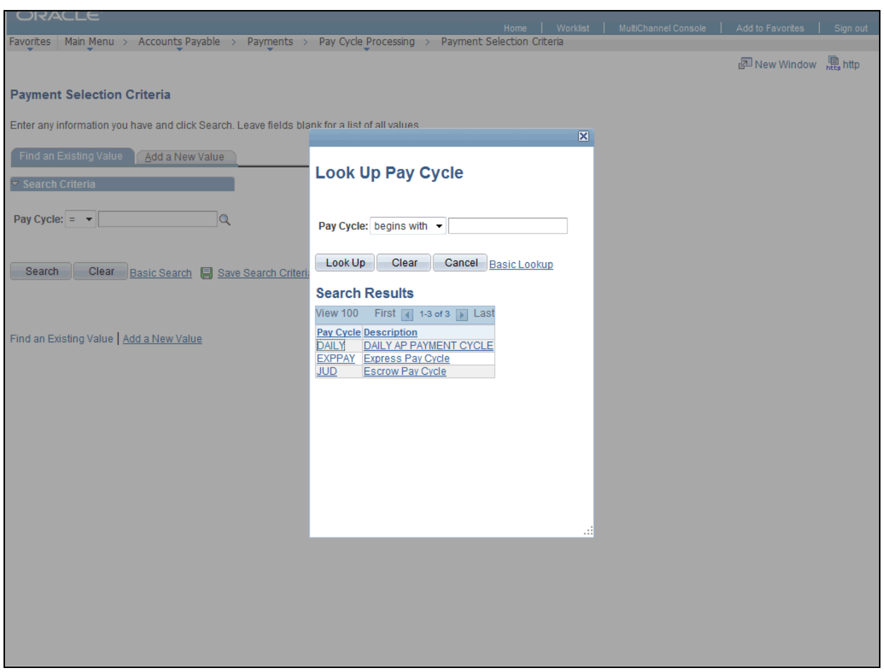
Procedure

In this topic, you will learn how to print out copies of checks that have been received.

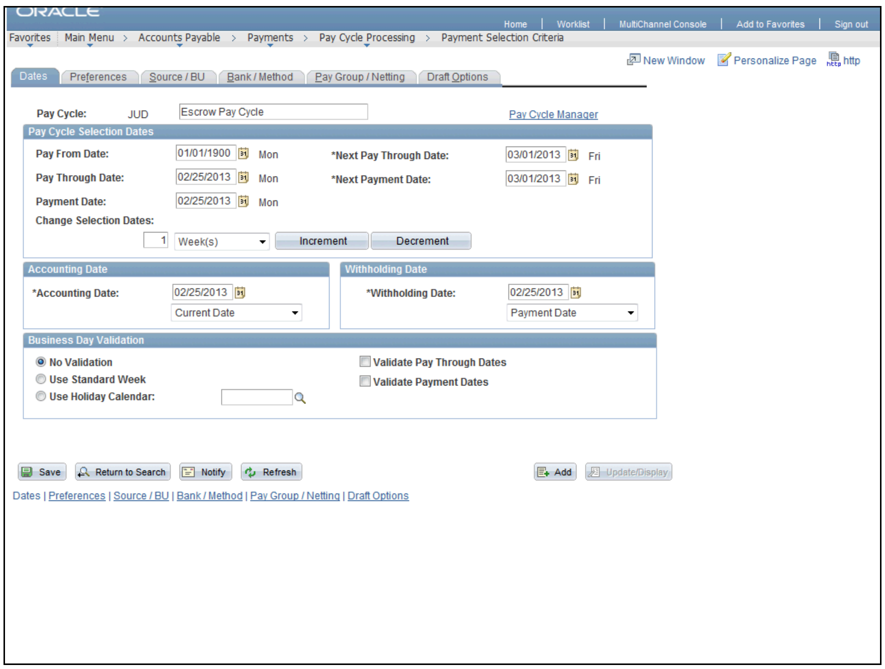
Step	Action
1.	Scroll down to the **Accounts Payable** link.
2.	Navigate to the **Payment Selection Criteria** page. Click the **Accounts Payable** link. Accounts Payable
3.	Click the **Payments** link. Payments
4.	Click the **Pay Cycle Processing** link. Pay Cycle Processing
5.	Click the **Payment Selection Criteria** link. Payment Selection Criteria



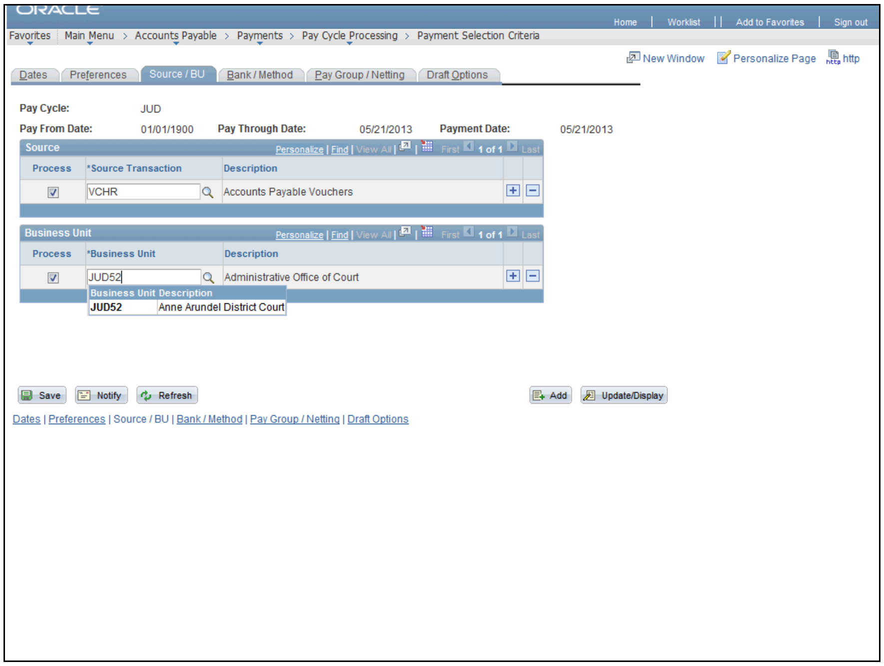
Step	Action
6.	The **Payment Selection Criteria** search page displays. Click the **Look up Pay Cycle** button.

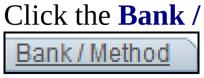


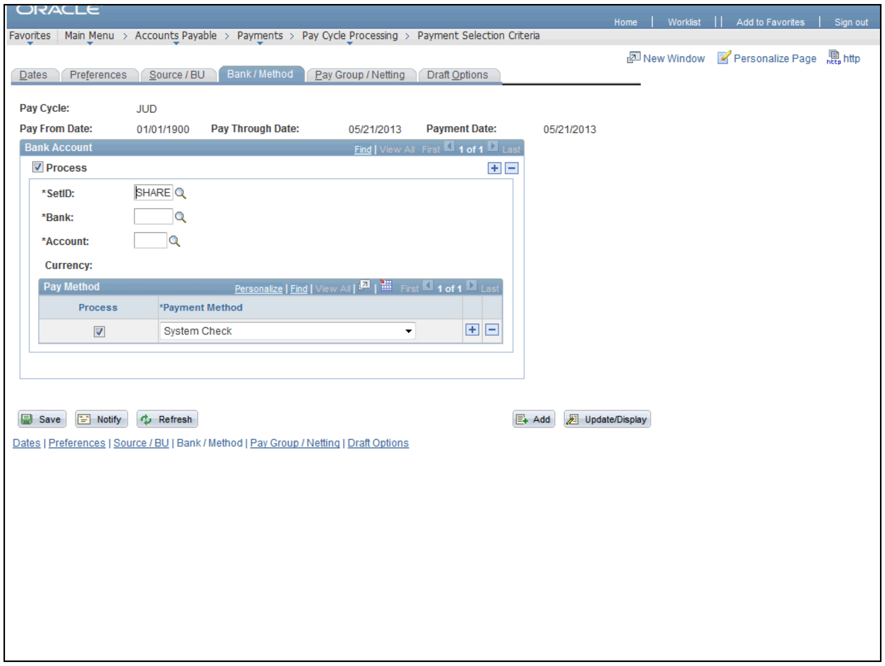
Step	Action
7.	The **Look Up Pay Cycle** window displays. Select the appropriate Pay Cycle option. JUD
8.	Click the **Search** button. Search



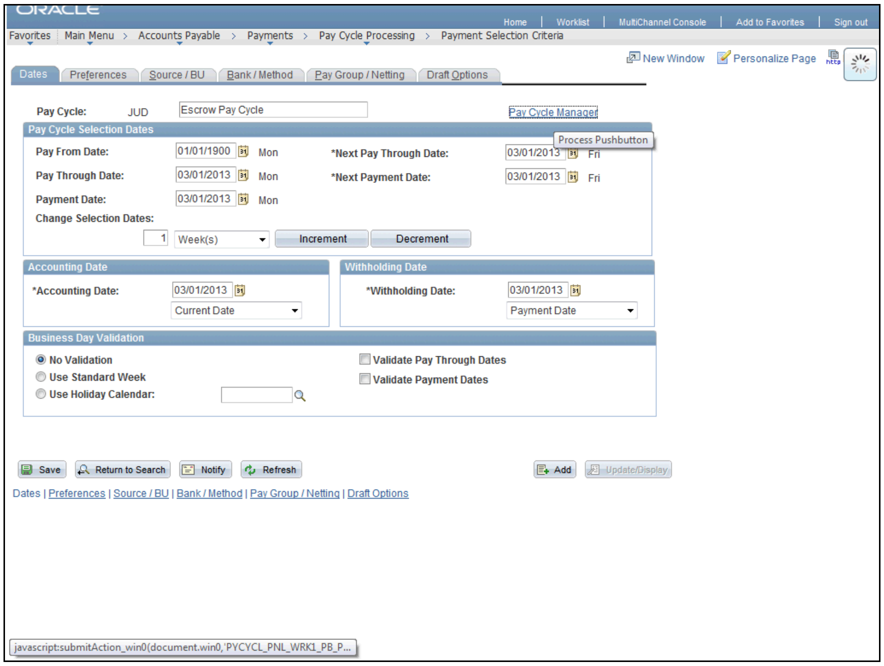
Step	Action
9.	The **Payment Selection Criteria - Dates** page displays. Use this page to verify and/or update the dates to select your Pay Cycle.
10.	Click the **Source / BU** tab. Source / BU



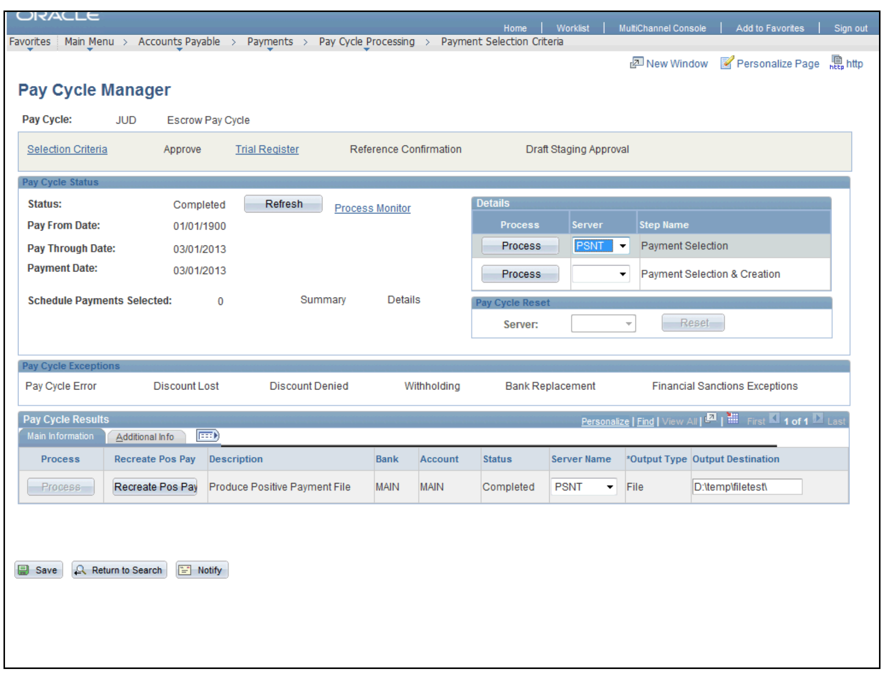
Step	Action
11.	The **Source/BU** tab displays. Verify that the appropriate Business Unit is selected in the **Business Unit** field.
12.	Click the **Bank / Method** tab. 

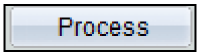


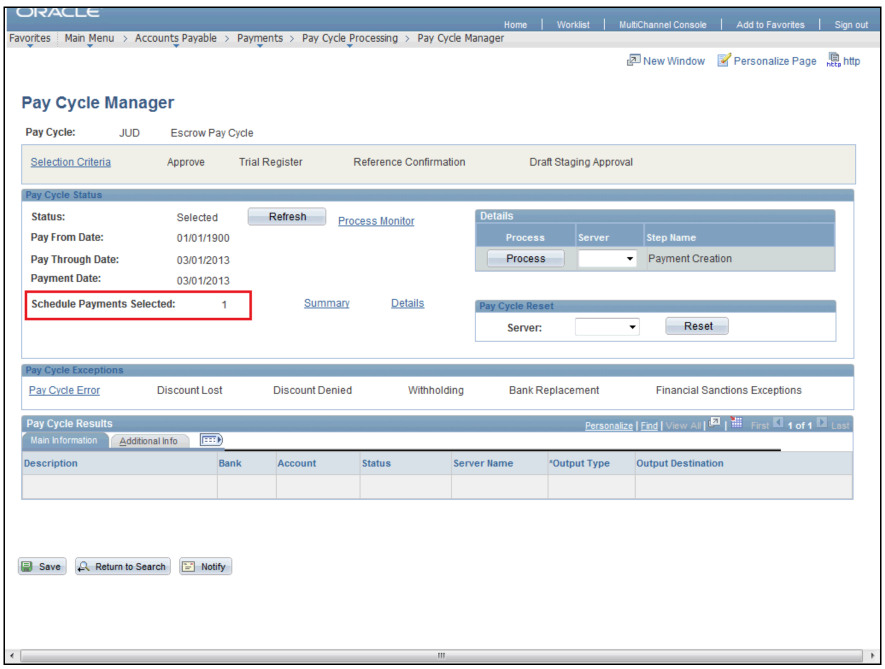
Step	Action
13.	The **Bank/Method** tab displays. You must enter a **Bank** and **Account** into the respective fields in order to process this Pay Cycle.
14.	Click on the **Dates** tab. Dates



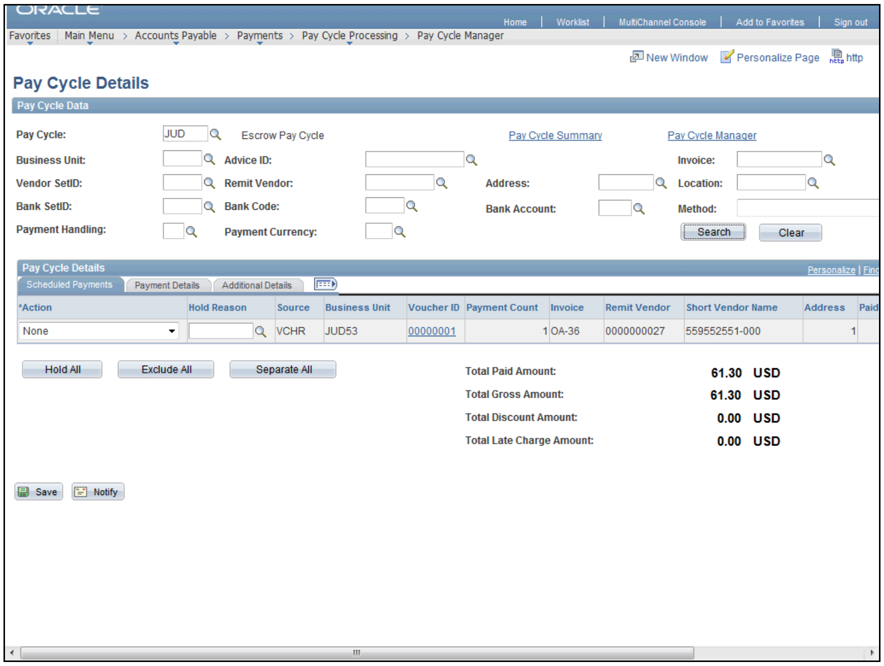
Step	Action
15.	The **Dates** tab displays. Click the **Pay Cycle Manager** link.

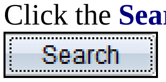


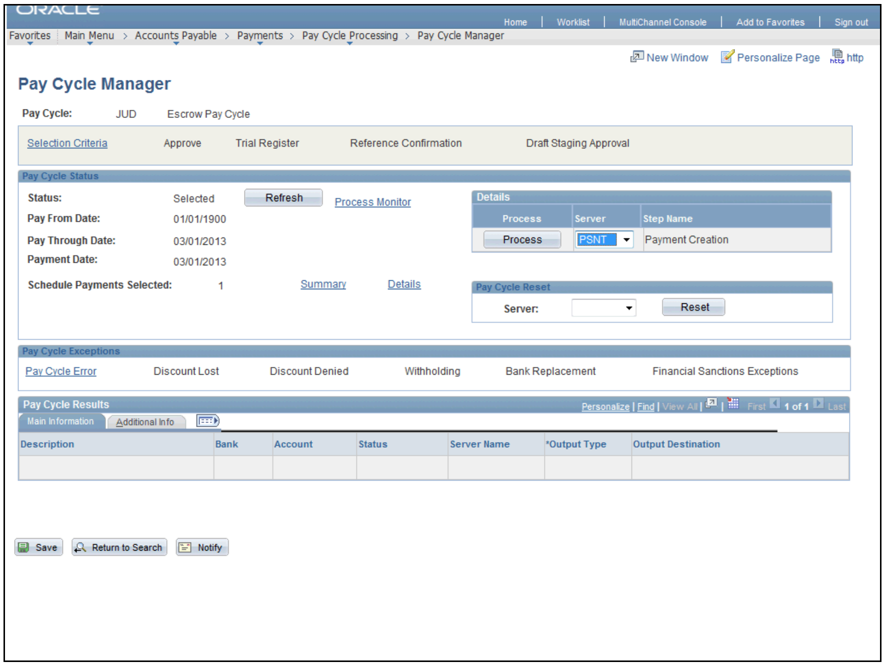
Step	Action
16.	The **Pay Cycle Manager** displays. Verify that the **Server** list displays **PSNT**. Click the **Process** button to start the Payment Selection process. 
17.	The process Status is now "Running". Click the **Refresh** button to see an updated status. 
18.	After the **Payment Selection** process runs successfully, the process Status displays "Selected".



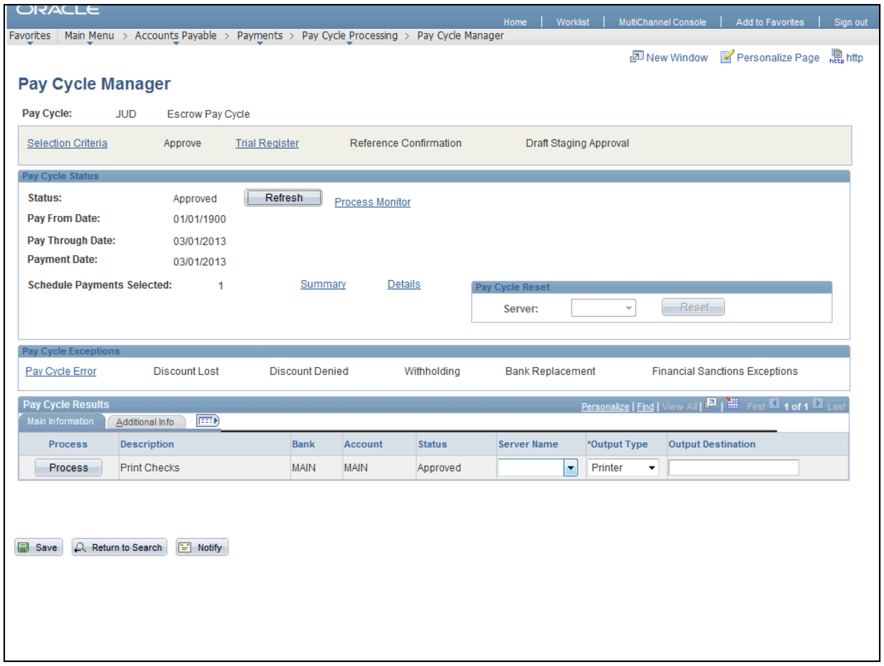
Step	Action
19.	The number of vouchers selected for payment displays next to the **Schedule Payments Selected** field.
20.	To view the vouchers selected for payment, click the **Details** button.



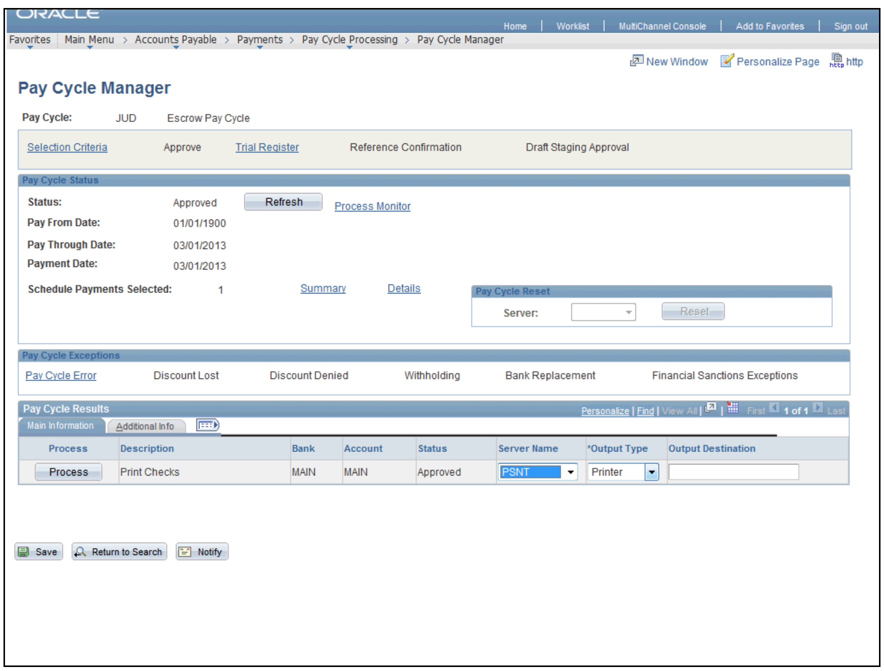
Step	Action
21.	The **Pay Cycle Details** page displays. Click the **Search** button. 
22.	The vouchers specified in your search criteria are listed on the **Scheduled Payments** tab in the **Pay Cycle** Details section. Review the voucher(s) displayed. **NOTE:** Use the **Action** drop-down list for a voucher to exclude it from payment creation.
23.	To return back to the Pay Cycle Manager, click the **Pay Cycle Manager** link.

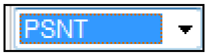


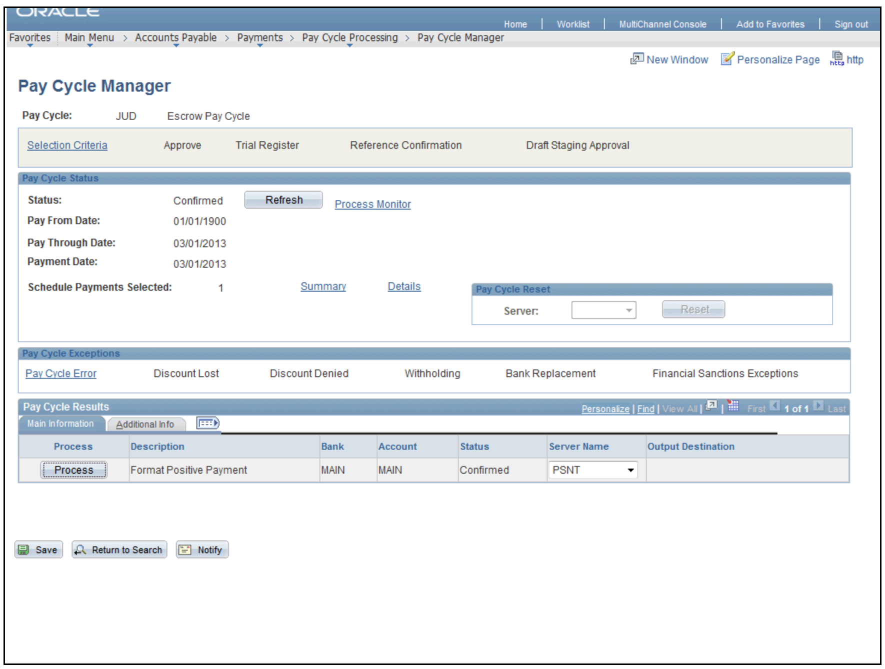
Step	Action
24.	The **Pay Cycle Manager** displays. You will now run the Payment Creation process to create payment for vouchers selected for payment. Verify that the **Server** list displays "PSNT".
25.	Click the **Process** button to start the Payment Creation process.
26.	The process Status displays "Running". Click the **Refresh** button to see an updated status. Refresh



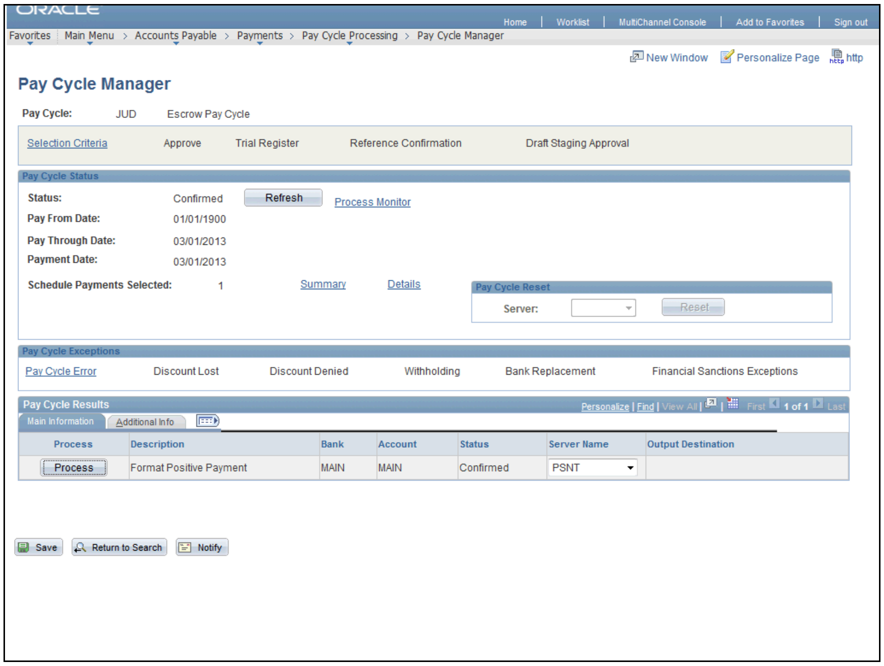
Step	Action
27.	After the **Payment Creation** process runs successfully, the process Status displays "Approved".

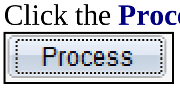


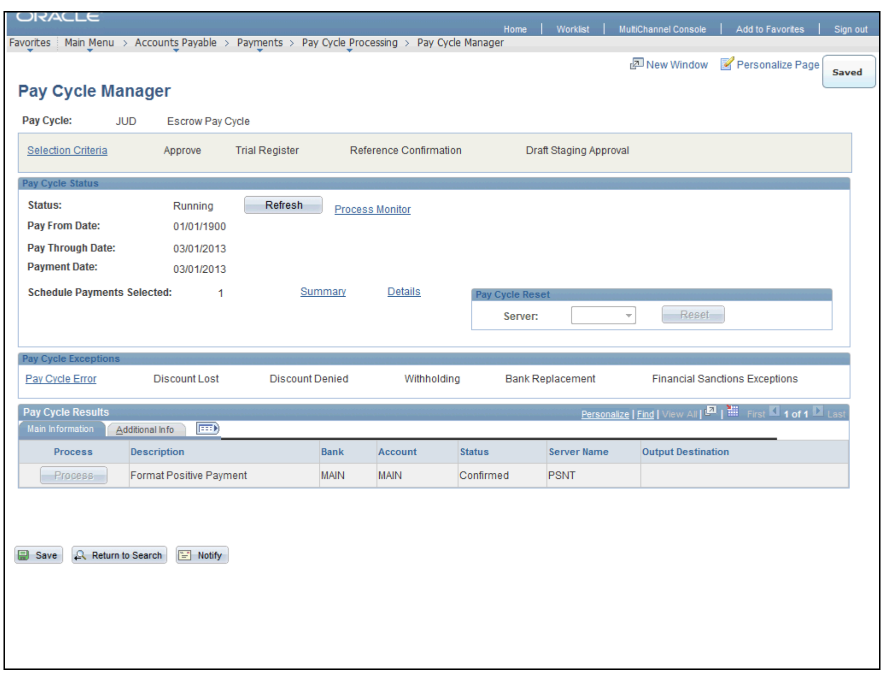
Step	Action
28.	You are now ready to begin the Check Printing process. In the **Pay Cycle Results** section, the **Print Checks** process is queued.
29.	Under the **Server** list, select the **PSNT** list item. 
30.	Under the **Output Type** list, select the **Printer** list item. 
31.	Click the **Process** button. 



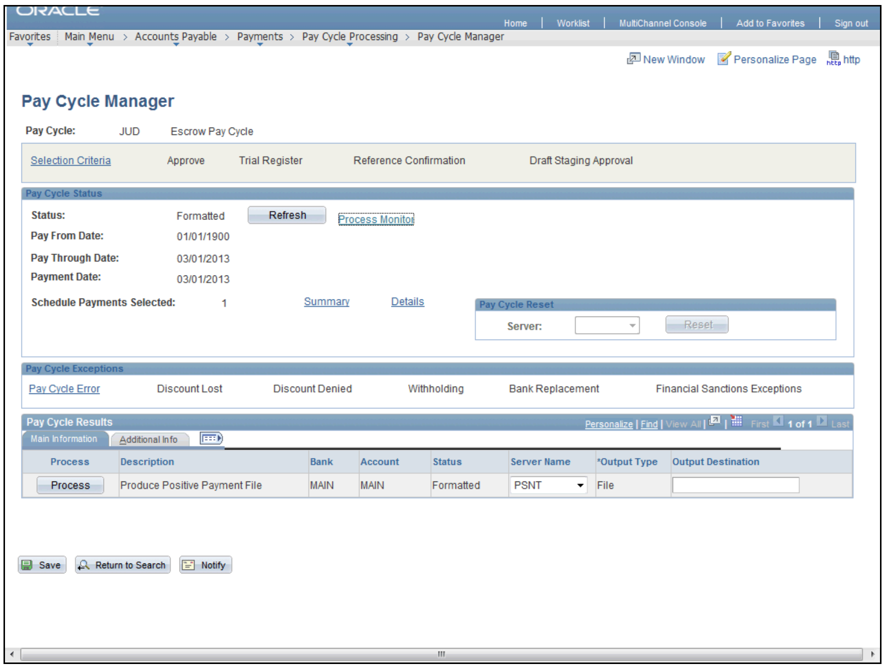
Step	Action
32.	After running the Print Check process, the process Status displays "Confirmed".



Step	Action
33.	The **Format Positive Payment** process is now queued to run in the **Pay Cycle Results** section.
34.	Click the **Process** button. 

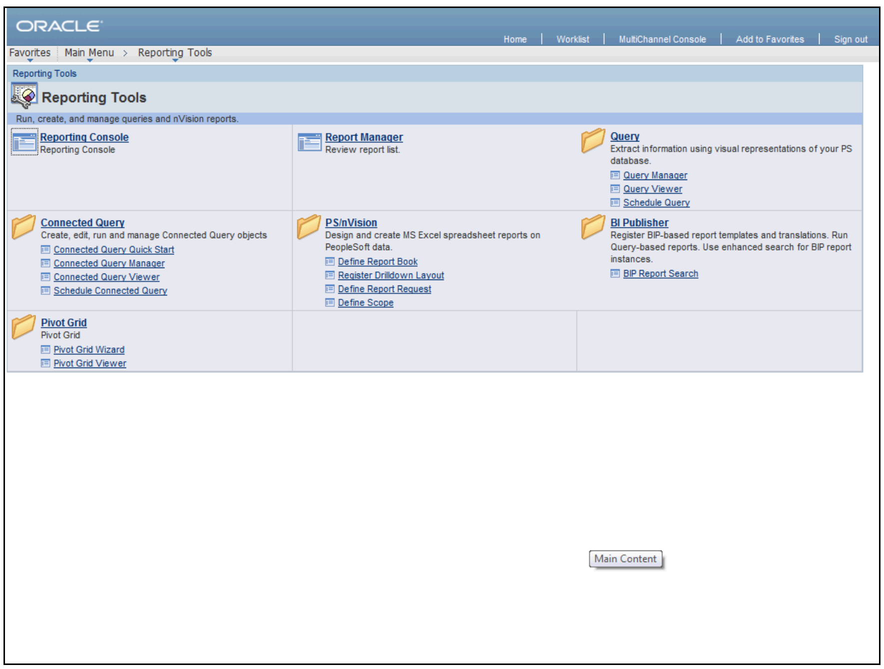


Step	Action
35.	The process Status is now "Running". Click the **Refresh** button to see an updated status. Refresh
36.	After the process completes, the status displays **"**Formatted".

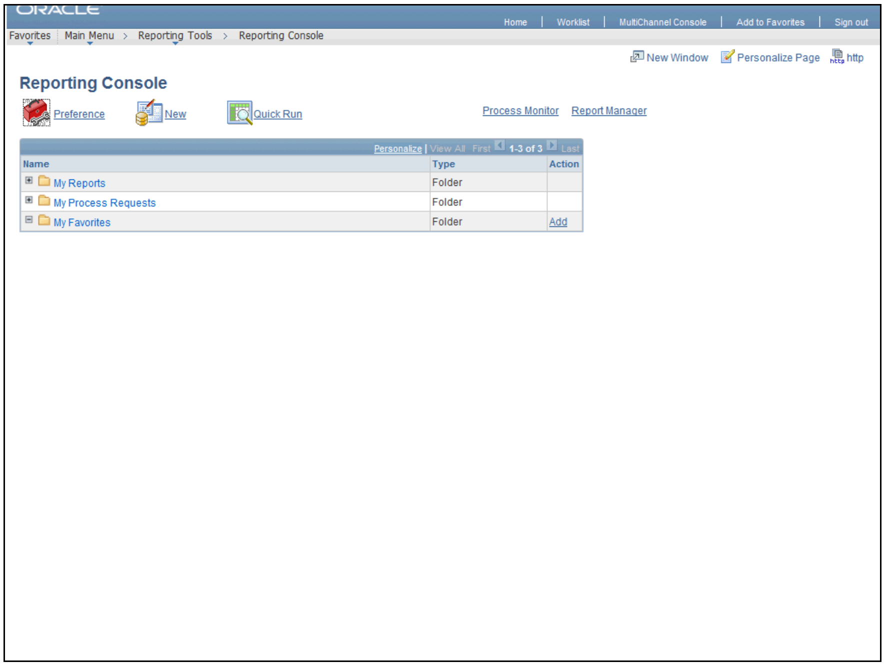


Step	Action
37.	At this point, you must generate the Positive Payment file. The **Produce Positive Payment File** process is queued to run in the **Pay Cycle Results** section.
38.	Verify that the **Server Name** field displays "PSNT" and the **Output Type** displays "File".
39.	Enter the server location of where the Positive Payment file should be loaded into the **Output Destination** field.
40.	Click the **Process** button.
41.	The process Status is now "Running". Click the **Refresh** button to see an updated status. Refresh

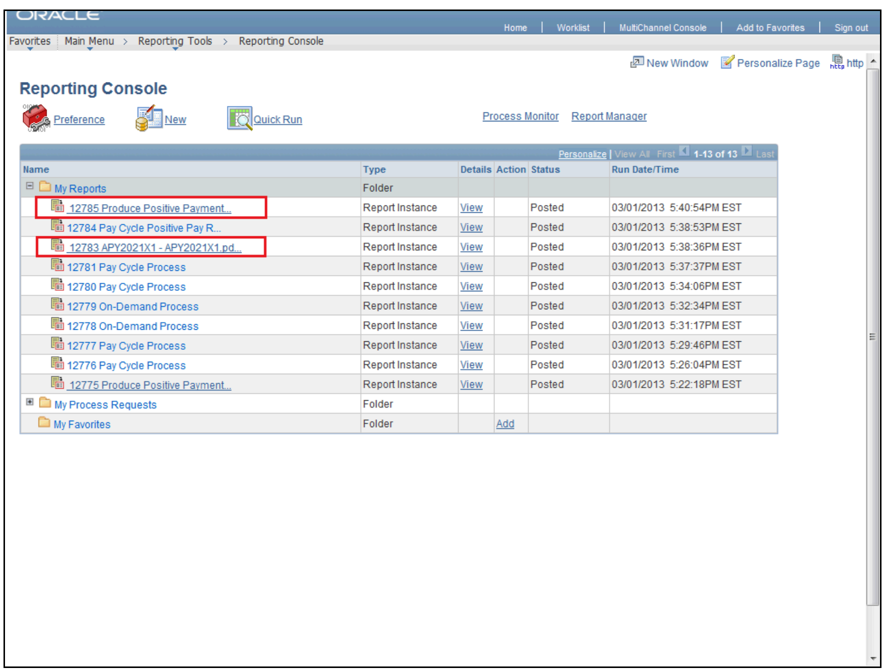
Step	Action
42.	One the process completes successfully, the Status displays "Completed". You are now able to access and print checks created.
43.	Note that the Positive Payment file should be now be loaded to the location that you entered in the "Output Destination" field. You can also access it and the checks generated from the Reporting Console.
44.	Click the **Home** link. Home
45.	Click the **Reporting Tools** link.



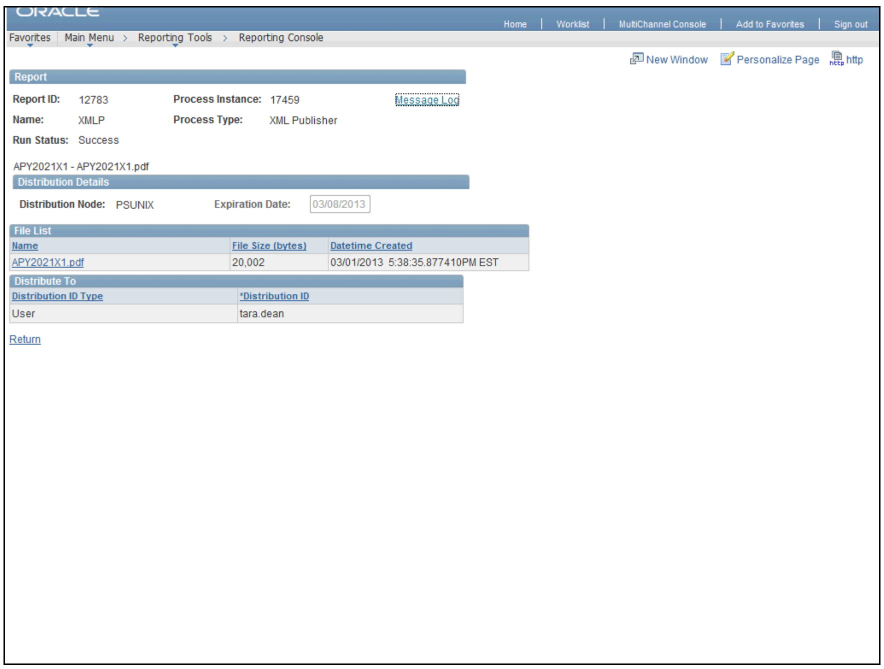
Step	Action
46.	Click the **Reporting Console** link. Reporting Console



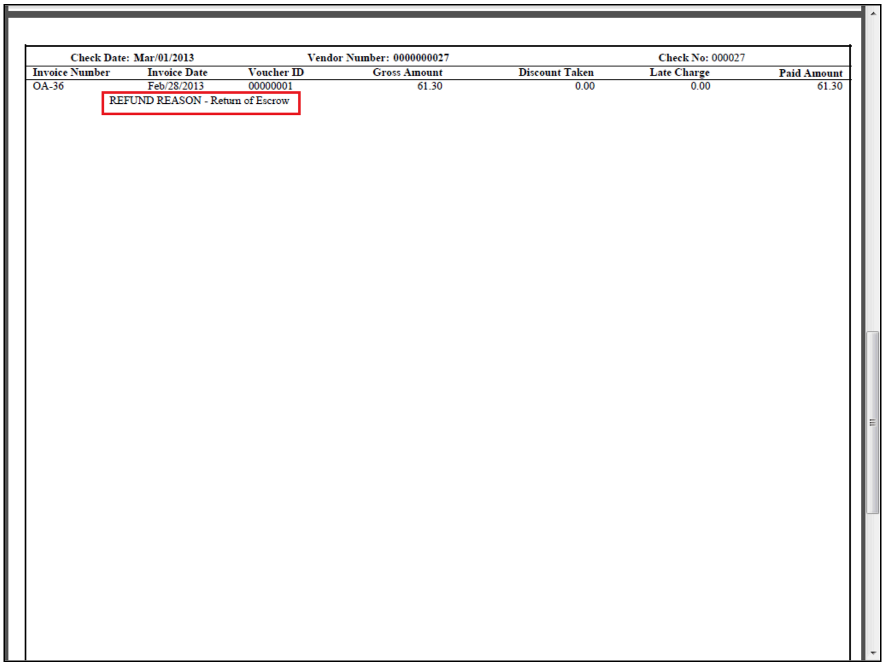
Step	Action
47.	The **Reporting Console** page displays. Next to the **My Reports** folder, click the **Expand** button to open the folder.



Step	Action
48.	The Positive Payment file and the check file are listed in the **My Reports** folder. You can identify them using the process instance number or the date and time stamp on the line.
49.	Click the **View** link next to the .PDF check file. View



Step	Action
50.	In the File List section, click the **.pdf** link. APY2021X1.pdf
51.	The PDF file opens in a new browser window. Once the file is open, you can now view the checks. There may be several checks based on the number of vouchers selected in the Pay Cycle.



Step	Action
52.	The remittance advice displays the next page (i.e., after the check). Please note the Payment Message.

Step	Action
53.	Once you have reviewed the check, you can begin print them. Click the **printer** icon toward the bottom of the screen. 
54.	Click the **Print** button to print the checks. 
55.	You have successfully completed the *Running the Pay Cycle* topic. You have learned how to: - Enter payment selection criteria - Use the Pay Cycle Manager to process payments - Generate, view, and print checks created in the Pay Cycle - Generate the Positive Payment file **End of Procedure.**

4.3 Posting Payments

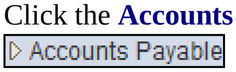
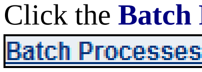
In this topic, you will post a payment.

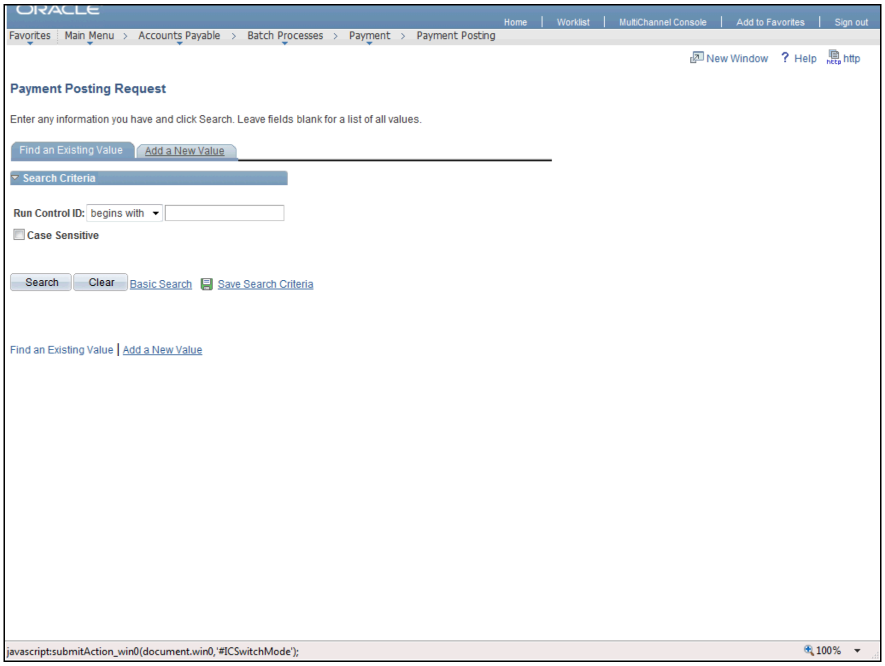
After the completion of this test script you will be able to:

- Post a payment

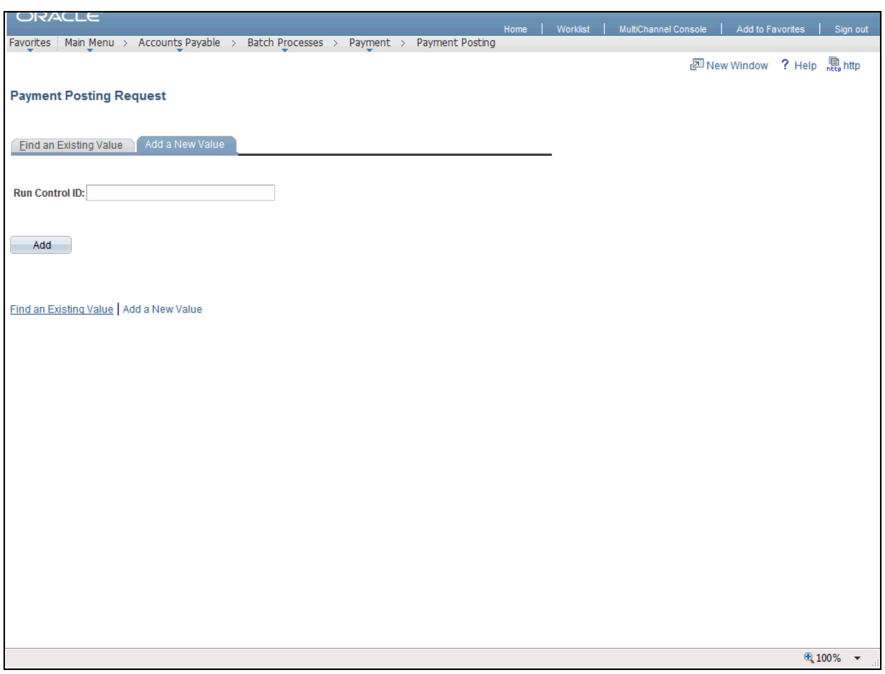
Procedure

In this topic, you will be posting the payments that were created in a previous topic.

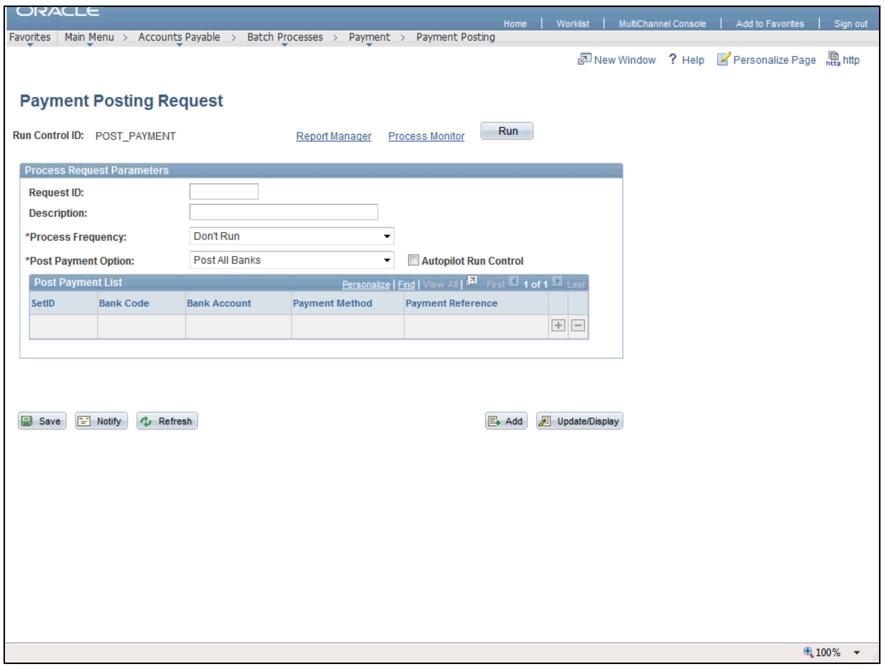
Step	Action
1.	Navigate to the **Payment Posting Request** page. Click the **Accounts Payable** link. 
2.	Click the **Batch Processes** link. 
3.	Click the **Payment** link. 
4.	Click the **Payment Posting** link. 



Step	Action
5.	The **Payment Posting Request** search page displays. Click the **Add a New Value** tab. Add a New Value

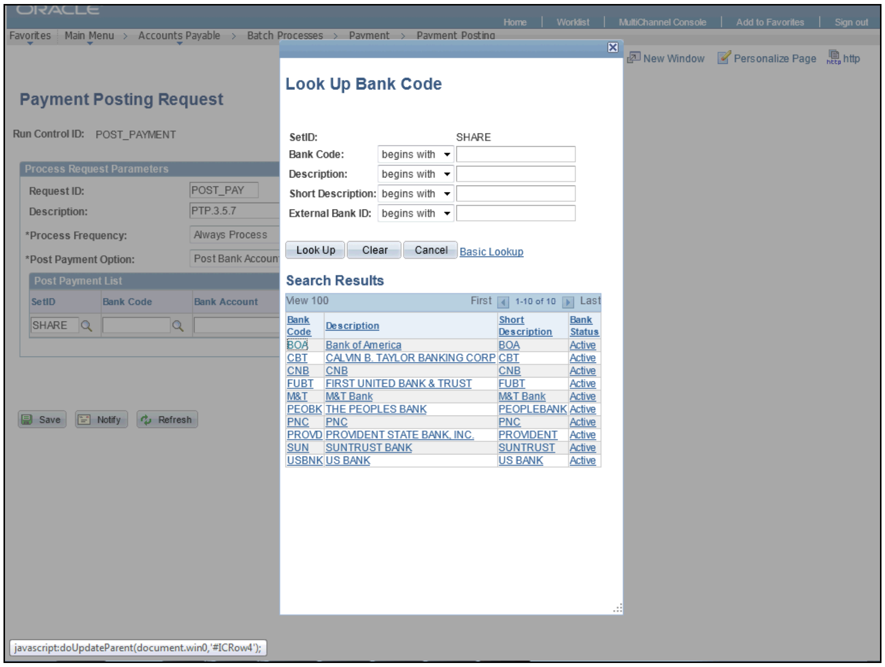


Step	Action
6.	The **Add a New Value** tab displays. Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**POST_PAYMENT**".
7.	Click the **Add** button. Add

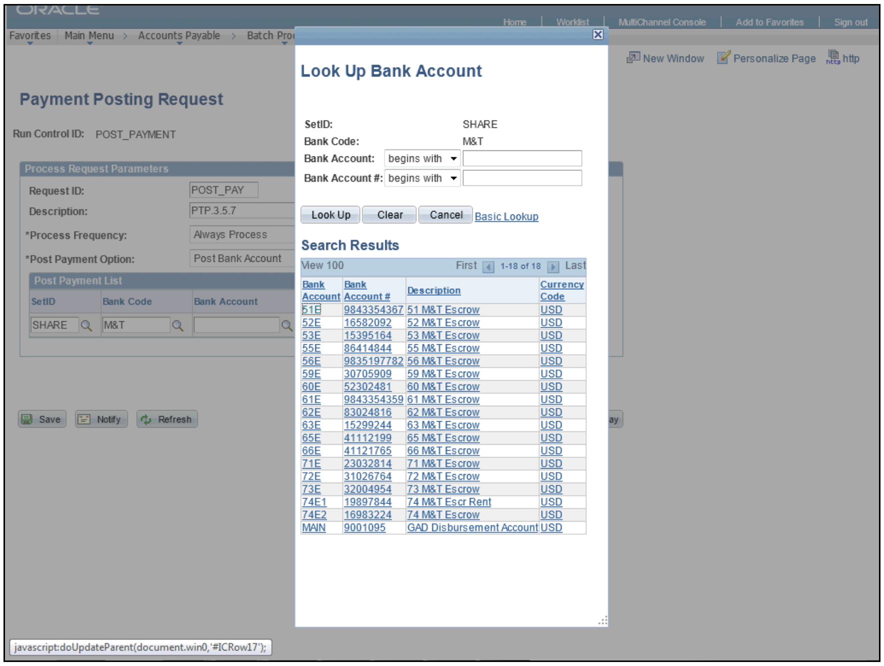


Step	Action
8.	The **Payment Posting Request** page displays. Enter the desired information into the **Request ID** field. Enter a valid value e.g. "**POST_PAY**".
9.	Enter the desired information into the **Description** field.
10.	Click the **Process Frequency** list. Don't Run
11.	Click the **Always Process** list item. Always Process
12.	Click the **Post Payment Option** list. Post All Banks
13.	Click the **Post Bank Account** list item. Post Bank Account

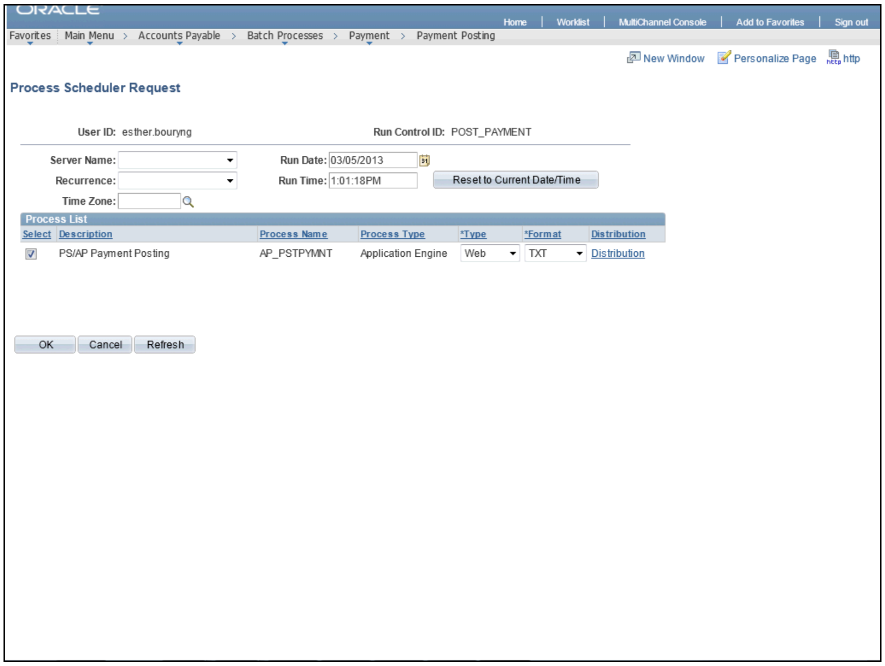
Step	Action
14.	Enter "**SHARE**" into the **SetID** field.
15.	Click the **Look up Bank Code** button.



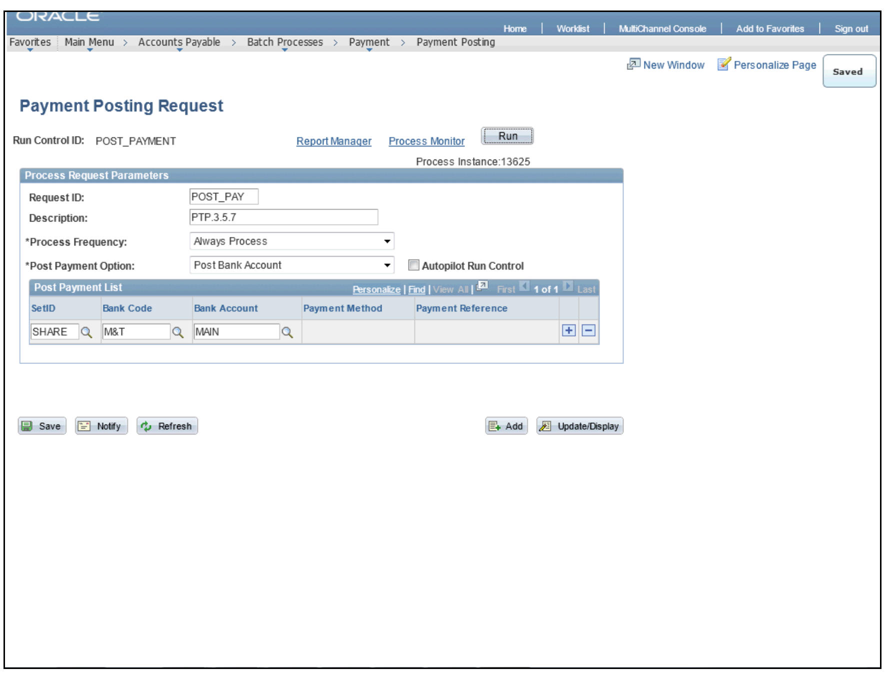
Step	Action
16.	The **Look Up Bank Code** window displays. Click the appropriate Bank Code link. M&T
17.	Click the **Look up Bank Account** button.



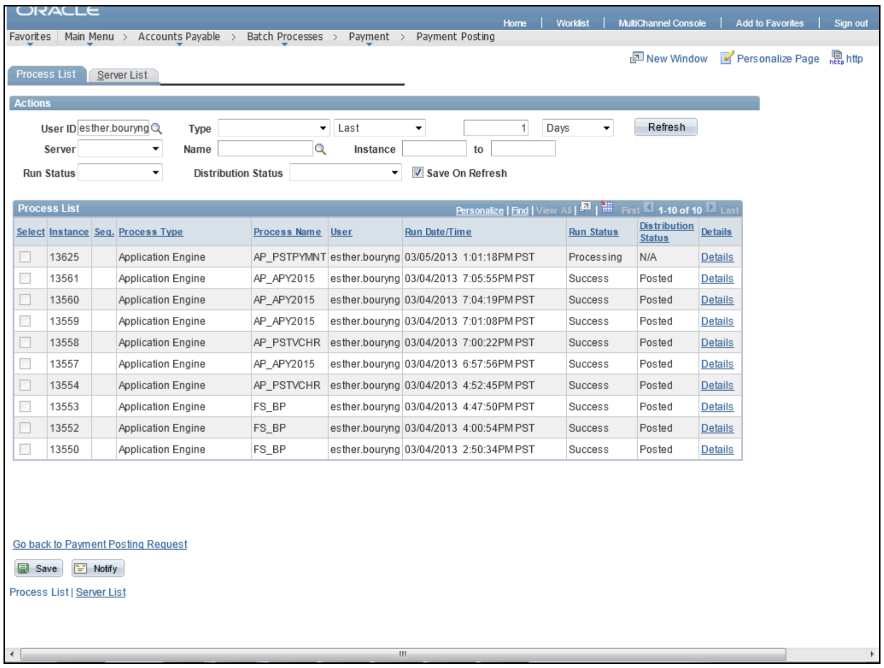
Step	Action
18.	The **Look Up Bank Account** window displays. Click the appropriate Bank Account link. 
19.	Click the **Run** button. 



Step	Action
20.	The **Process Scheduler Request** page displays. Accept all defaults, then click the **OK** button. 



Step	Action
21.	The **Payment Posting Request** page displays. Your Run Control page notes your Process Instance ID below the Run button.
22.	Click the **Process Monitor** link. Process Monitor



Step	Action
23.	The **Process List** displays. The process you ran is listed by Process instance number.
24.	Click the **Refresh** button until the Payment Post process (AP_PSTPYMNT) runs successfully. Refresh
25.	**NOTE:** When your process has run successfully, it displays the following statuses: - the **Run Status** displays "Success" - the **Distribution Status** displays "Posted"
26.	You have successfully completed the *Posting Payments* topic. You have learned how to: - Post payments **End of Procedure.**

4.4 Voiding Payments

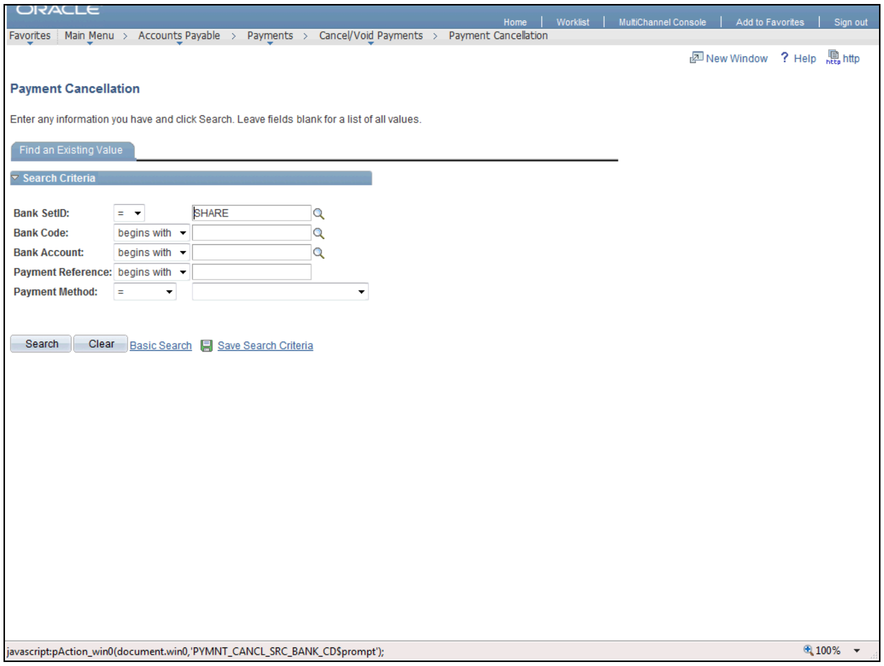
You may want to stop a payment that has been mailed or void a check that has not been sent. After you receive confirmation from the bank that the payment has been stopped, you must reconcile the appropriate accounts. Be aware that you cannot undo a canceled payment once posting occurs.
After the completion of this topic, you will be able to:

- Successfully void a payment

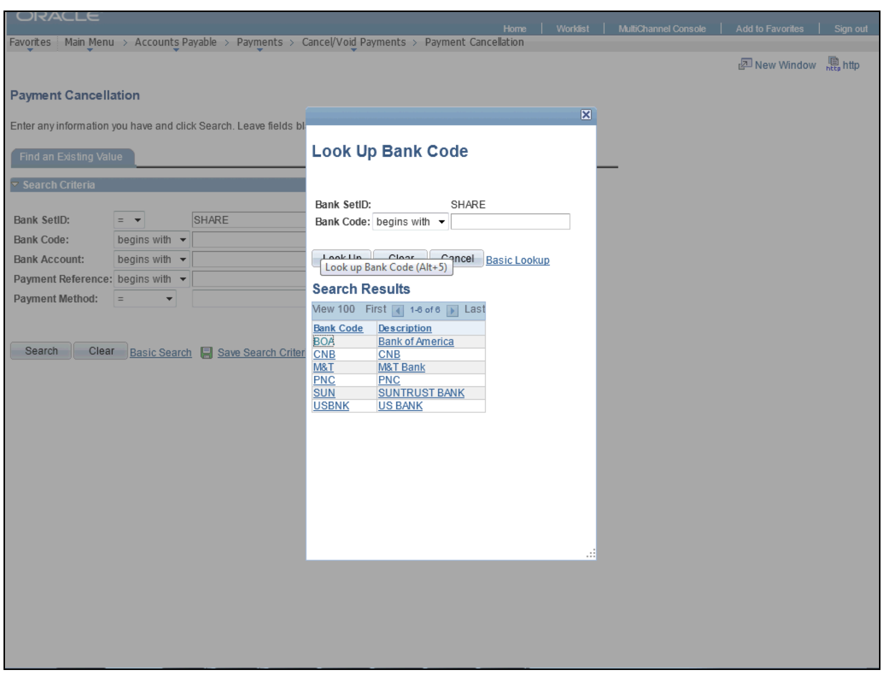
Procedure

In this topic, you will void a payment.

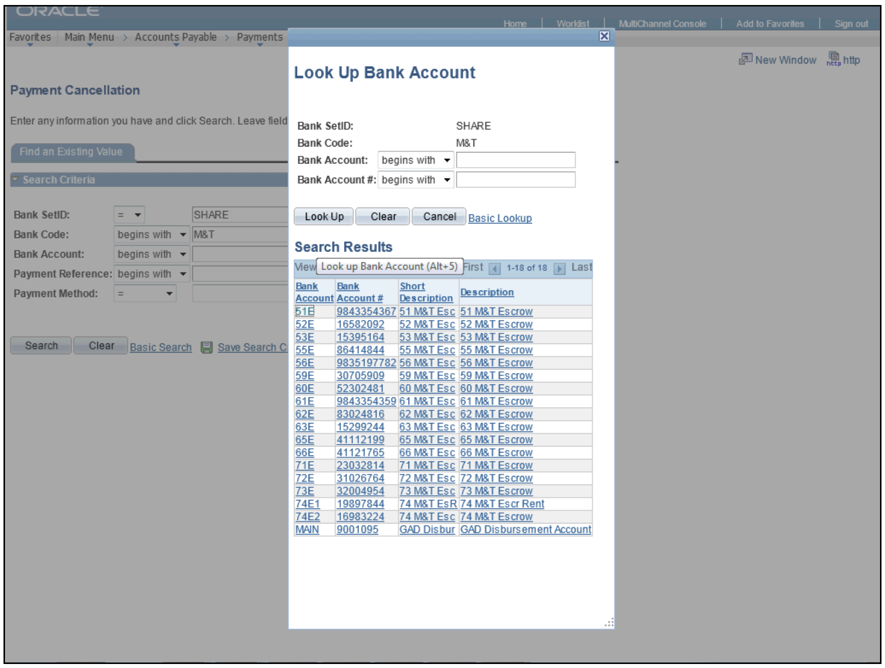
Step	Action
1.	Scroll to the **Accounts Payable** link.
2.	Navigate to the **Cancel Payment** page. Click the **Accounts Payable** link. ▷ Accounts Payable
3.	Click the **Payments** link. Payments
4.	Click the **Cancel/Void Payments** link. Cancel/Void Payments
5.	Click the **Payment Cancellation** link. Payment Cancellation



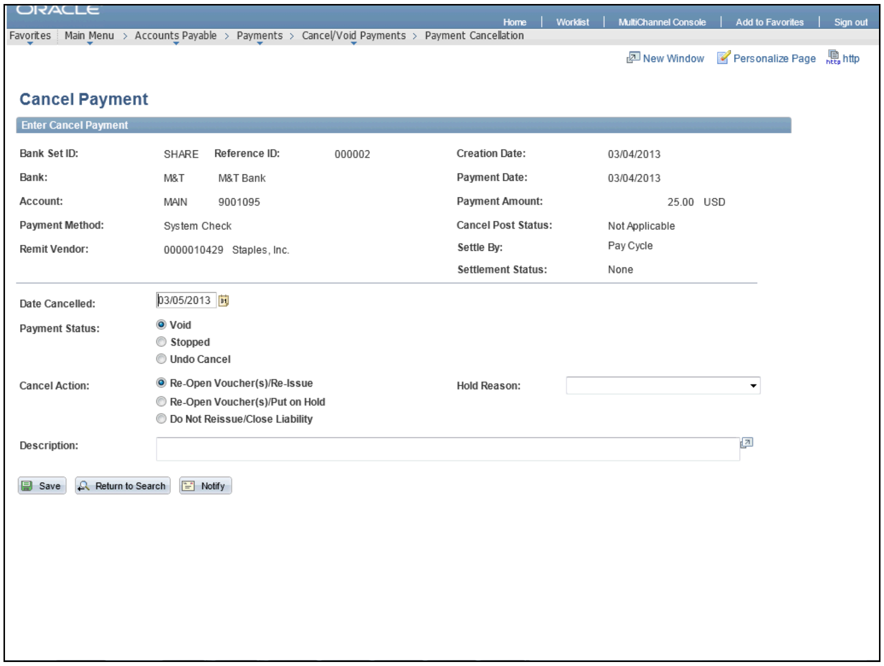
Step	Action
6.	The **Payment Cancellation** search page displays. Click the **Look up Bank Code** button. 



Step	Action
7.	The **Look Up Bank Code** window displays. Click the **M&T** link. M&T
8.	Click the **Look up Bank Account** button. 



Step	Action
9.	The **Look Up Bank Account** page displays. Click the **MAIN** link. MAIN
10.	Click the **Payment Method** list. 
11.	Click the **System Check** list item. System Check
12.	Click the **Search** button. Search



Step	Action
13.	The **Cancel Payment** page displays. Click the **Void** option if not already selected. Void
14.	Click the **Do Not Reissue/Close Liability** option. Do Not Reissue/Close Liability
15.	You can also add a description as to why you are canceling a payment, if necessary, in the **Description** field.
16.	Click the **Save** button. Save
17.	The **Cancel Post Status** changed from '**Not applicable**' to **'Pending'.** **NOTE:** However, after the completion of Payment Post, the Cancel Post Status will change from **'Pending'** to **'Canceled' (VOID).**
18.	You have successfully completed the *Voiding Payments* topic. You have learned how to: - Cancel/void a payment **End of Procedure.**

Lesson 5: Using Payables Reports and Inquiries

Lesson Overview

In this lesson you will review the payment history by reviewing the Payment History by Vendor report.

Lesson Objectives
After completing this lesson, you will be familiar with:

- Running the Payment History by Vendor report

5.1 Running the Payment History by Vendor Report (APY2000)

The Payment History by Vendor Report provides a register of payments for a vendor. Using the Print Options radio buttons on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report.

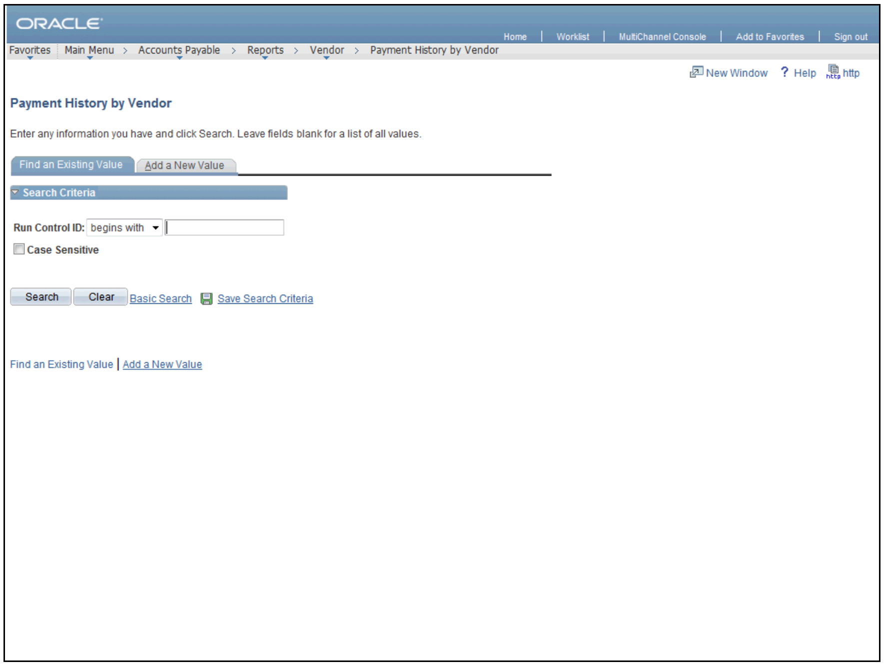
After completing this topic, you will be familiar with:

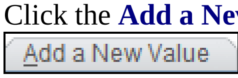
- Running the Payment History by Vendor Report

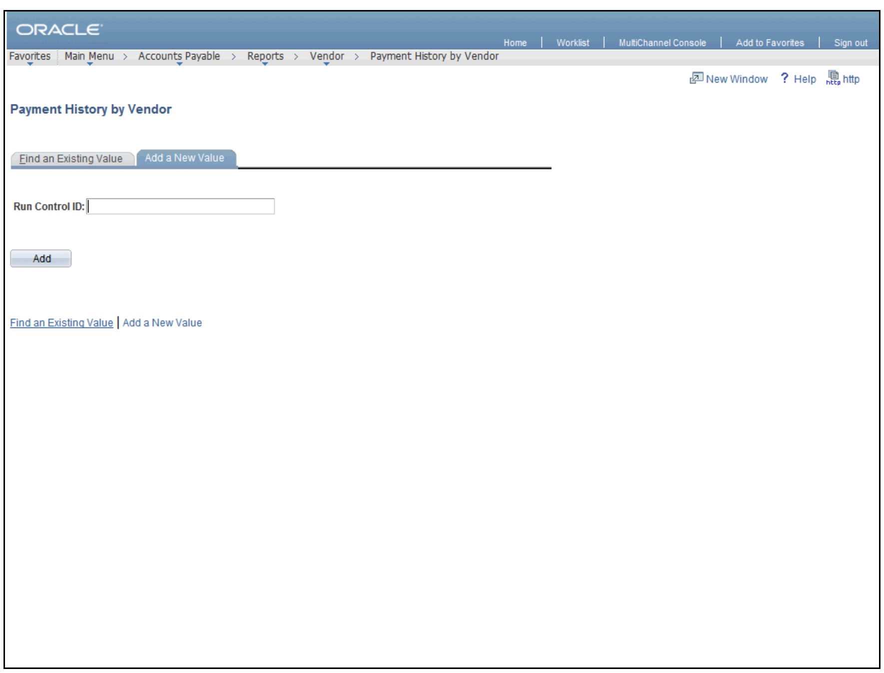
Procedure

In this topic, you will run the **Payment History by Vendor Report**.

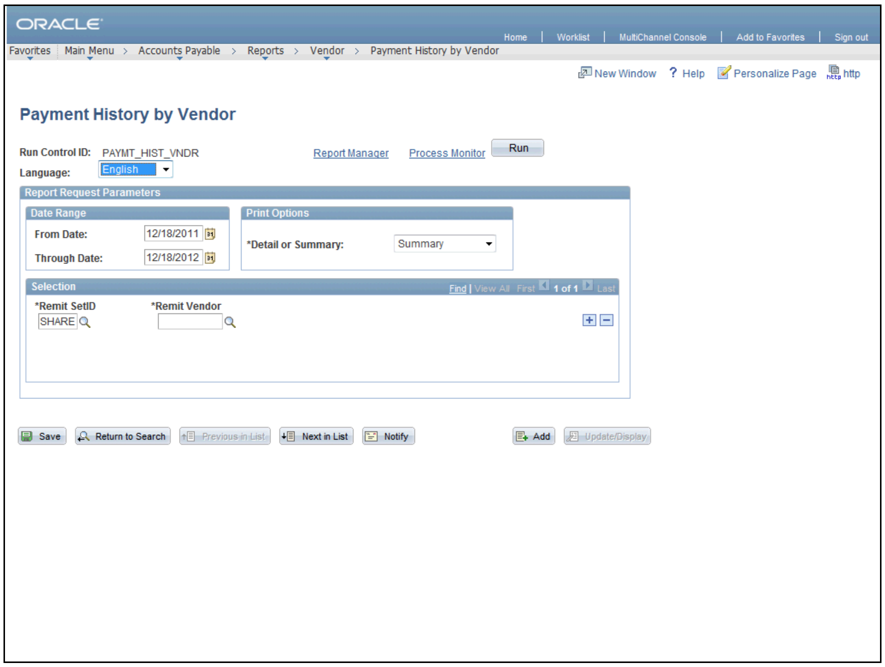
Step	Action
1.	Move the scrollbar down to the **Accounts Payable** link.
2.	Navigate to the **Payment History by Vendor** page. Click the **Accounts Payable** link. Accounts Payable
3.	Click the **Reports** link. Reports
4.	Click the **Vendor** link. Vendor
5.	Click the **Payment History by Vendor** link. Payment History by Vendor

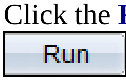


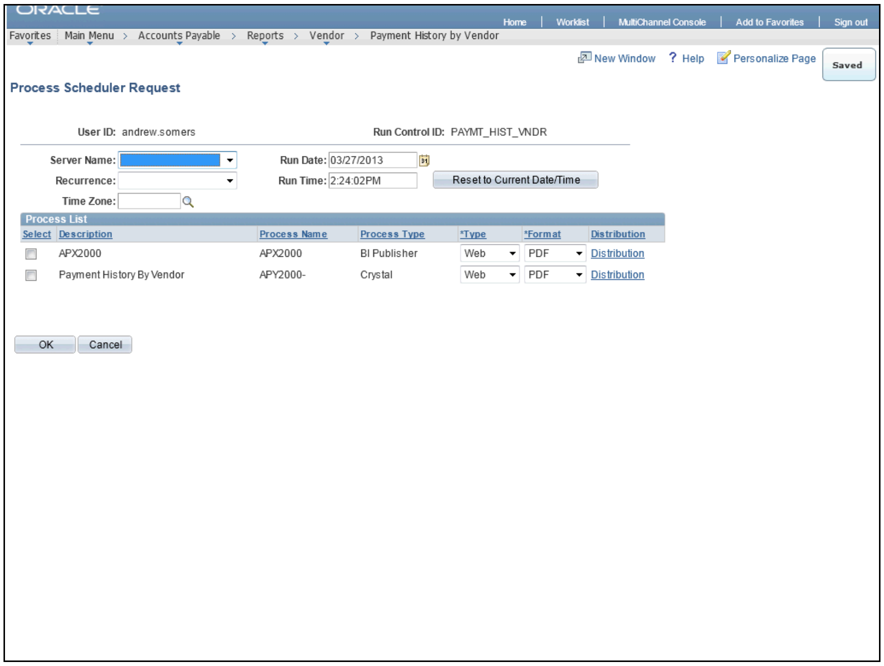
Step	Action
6.	The **Payment History by Vendor** search page displays. Click the **Add a New Value** tab. 

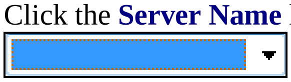
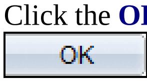


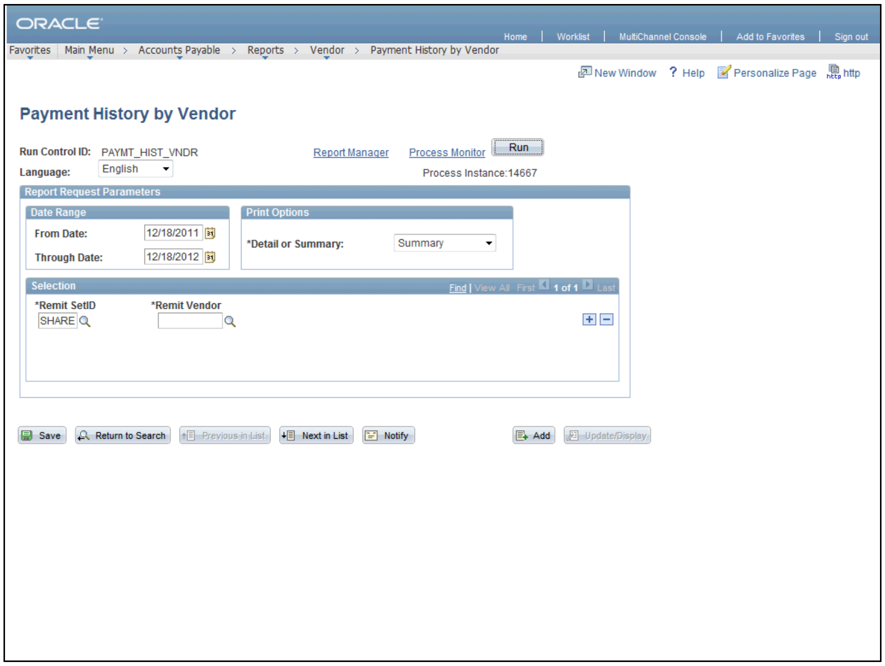
Step	Action
7.	The **Add a New Value** tab displays. Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. '**PAYMT_HIST_VNDR**'. **NOTE**: Once the Payment History by Vendor report has been run using the run control 'PAYMT_HIST_VNDR' at least one time, subsequent Payment History by Vendor report requests will use the same run control.
8.	Click the **Add** button.



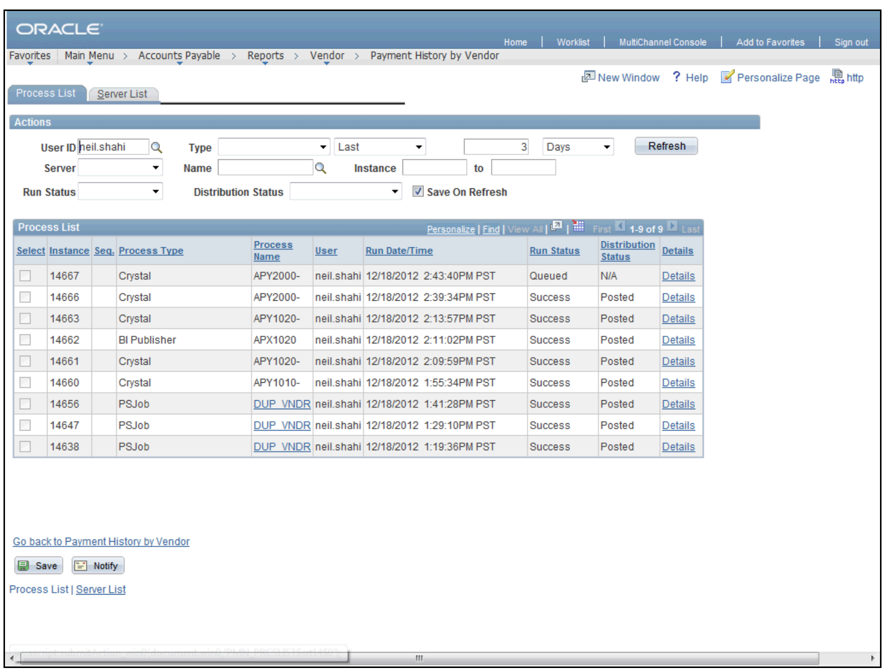
Step	Action
9.	The **Payment History by Vendor** page displays. Click the **Run** button. 



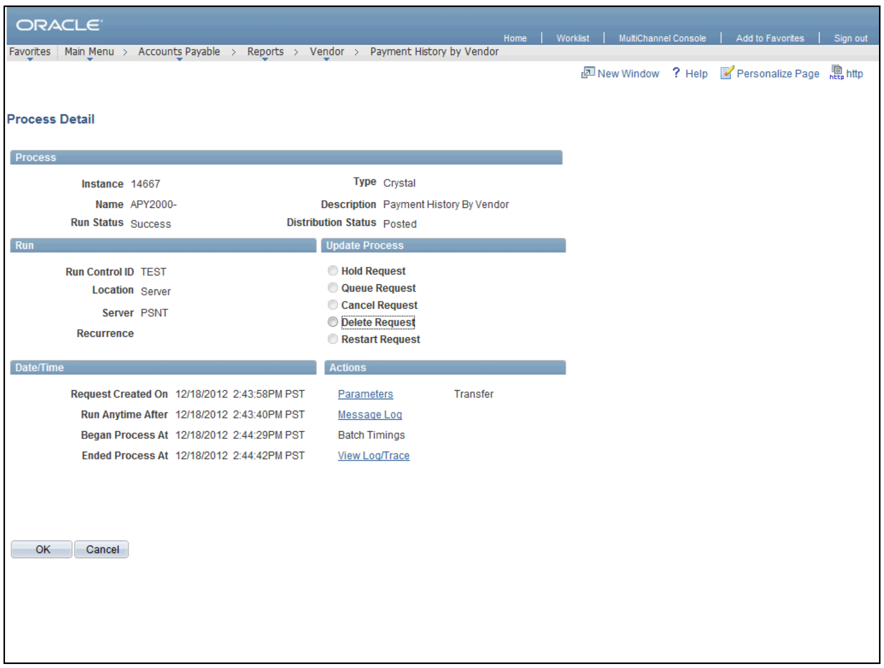
Step	Action
10.	The **Process Scheduler Request** page displays. Click the **Server Name** list. 
11.	Click the **PSNT** list item. 
12.	Click the **Select** option for the **Payment History By Vendor** process. 
13.	Click the **OK** button. 



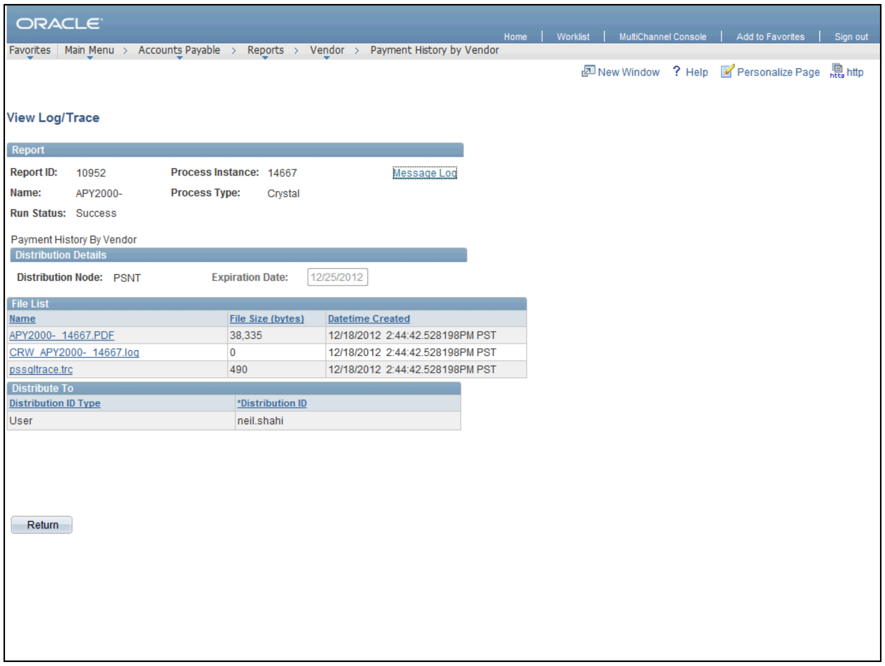
Step	Action
14.	The **Payment History by Vendor** page displays. Click the **Process Monitor** link. Process Monitor



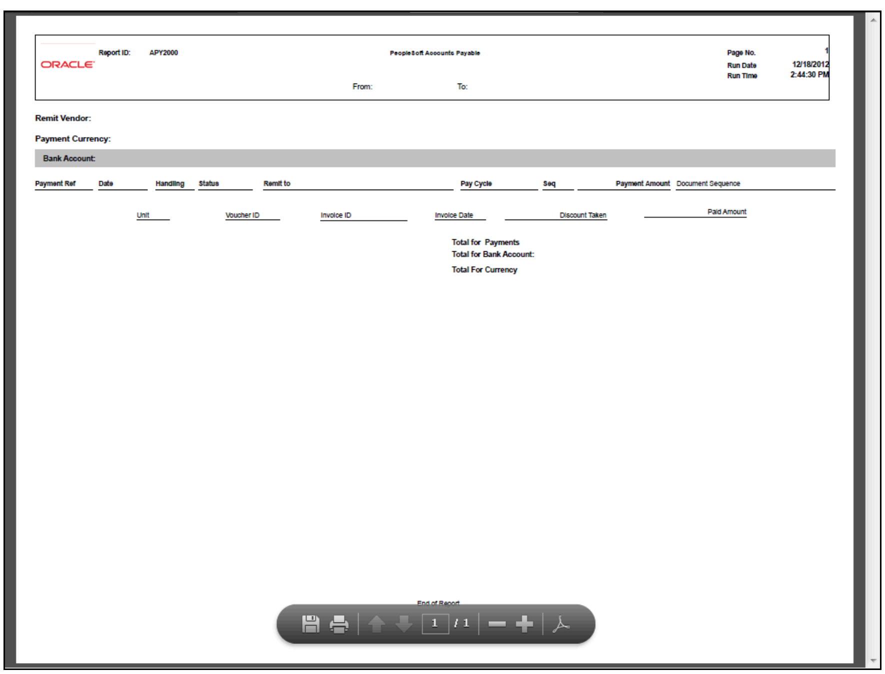
Step	Action
15.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.
16.	Click the **Refresh** button until the Run Status reads "**Success**" and the Distribution Status reads "**Posted**". Refresh
17.	Click the **Details** link. Details



Step	Action
18.	The **Process Detail** page displays. Click the **View Log/Trace** link. View Log/Trace



Step	Action
19.	The **View Log/Trace** page displays. Click the **APY2000-_14667.PDF** link. APY2000-_14667.PDF



Step	Action
20.	The **Payment History by Vendor Report** displays in a new window. Review the Report.
21.	You have successfully completed the *Running the Payment History by Vendor Report* topic. You have learned how to: - Run the Payment History by Vendor Report **End of Procedure.**

Course Summary

Congratulations!

You have successfully completed the *AP250-WF Managing Working Fund and Escrow Payments* course. In this course, you have learned how to:

- Identify non-PO voucher attributes
- Create voucher to record a manual payment
- Create a manual payments
- Use the Pay Cycle Manager to create payments
- Generate, view and print checks
- Generate the Positive Payment file
- Post Payments
- Void payments, when needed
- Run the Payment History by Vendor Report

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